

Department of Engineering, School of Engineering and Technology,
Central Connecticut State University

Departmental Guideline for Promotion and Tenure of Tenure-track Teaching Faculty

adopted by the Department of Engineering
at the Department's faculty meeting on October 13, 2011

I. Purpose of this document.

This document was prepared and adopted to assist Department of Engineering faculty in following the procedures for promotion and tenure, taking into account faculty discipline or disciplines, and interdisciplinary work where appropriate. It is the intent of this document to be in conformity with the standards provided by the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and the Board of Trustees for Connecticut State University System (hereinafter the "Collective Bargaining Agreement"). Any specific provisions of this document determined to be in conflict with the Collective Bargaining Agreement shall be invalid. This document is a supplemental guideline to the "Promotion and Tenure Policy for Tenure-track Teaching Faculty" (hereinafter the CCSU P & T Policy) adopted by the Central Connecticut State University Faculty Senate on October 22, 2007 and amended on September 22, 2008 and May 10, 2010. This Departmental Guideline shall be distributed to all existing and new tenure-track faculty members.

II. Non-discrimination and Respect.

The promotion and tenure process shall be conducted in a non-discriminatory fashion; with respect for individual career, group, and disciplinary differences; with respect for the expertise of faculty in evaluating peers; and with maximum transparency regarding standards and practices consistent with privacy of individual candidates. In keeping with the policy of Central Connecticut State University, unlawful or arbitrary discrimination is prohibited in all determinations regarding promotion and tenure. No decisions may discriminate against any individual with respect to race, color, religion, sex, national origin, age, political opinions, sexual orientation, physical disability, or any other conditions established by the law.

III. Departmental Mentoring Program.

All new tenure-track members of the Department of Engineering will be assigned a tenured faculty mentor from the Department having a rank of Associate or Full Professor who will serve as a resource and guide to the junior faculty member. Mentors shall:

- Meet with the junior member to discuss and make recommendations on their teaching, creative activity, service, and other faculty and professional development plans;
- Guide member through the entire process of review, tenure, or promotion;
- Make annual classroom evaluation visits;
- Meet with the faculty member and DEC at the onset of the review process;
- Review DEC evaluations.

The assignment of the mentor shall be made by the DEC. This assignment may be changed at a later date by the DEC or at the request of either the mentee or mentor in consultation with the DEC.

IV. Candidate Portfolio Structure.

Each candidate for promotion, tenure or sexennial evaluation shall complete a summary dossier and supporting materials as described in the CCSU P & T Policy. When preparing information for the sections labeled “Creative Activity” and “Professional Activity” the information should include years the candidate has been at CCSU. Candidates are also encouraged to present any “Creative Activity” and “Professional Activity” occurring prior to joining CCSU that is directly related to or supportive of their current responsibilities at CCSU.

V. Possible Categories for Inclusion in Candidate Portfolios.

The subheadings listed in the CCSU P & T Policy shall be considered for inclusion in the candidate’s portfolio. In addition to those listed in the CCSU P & T Policy, the Department of Engineering has prepared a listing of additional items that may be included. The list and the additional items are indicative, not prescriptive or exhaustive. Candidates will not necessarily be expected to have accomplishments in every subheading; instead, they will use the applicable headings, including headings that might be applicable but that are not listed below, on the lists of activities in each evaluative category to organize their accomplishments.

Load Credit Activity

Teaching: (No additional items have been added.)

Other load activity: (No additional items have been added.)

Creative Activity Add the following items:

Engineering design or design modifications of products, processes, or infrastructure to serve private, public, or community needs.

Preparations of computer programs and computerized procedures that can be utilized by other engineering professionals. (Indicate whether peer reviewed or not peer reviewed.)

Preparation of technical notes and advisory memorandums when widely distributed to other engineers and technical professionals. (Indicate whether peer reviewed or not peer reviewed.)

Preparation and presentation of technical posters at meetings and conferences. (Provide a reduced size copy of the poster when possible).

Development of laboratory equipment for teaching or applications in industry.

Productive Service to the Department and University

Direct Service: Add the following items:

Service as the chair or committee member of a faculty/staff selection advisory committee.

Preparation of documents for curriculum revisions.

Preparations of feasibility studies for new or revised programs.

Preparation of applications for new or revised programs.

Preparation of reports and responses to official inquiries about existing and proposed programs.

Preparation of documents to enhance coordination with CT community colleges and other academic institutions.

Preparation of guidance for prospective students or to assist academic advising for existing students.

Preparation of reports and technical information to support the function of industrial boards.

Organization of seminars, workshops and similar activities for the University or community.

Service as a representative of CCSU (limited to activities that use the candidate's professional expertise): Add the following item:

Coordination with representatives from CT Community colleges in support of pathways programs and student transfer.

Professional Activity Add the following items:

Preparation of reports and exhibits when serving as an expert witness (but not as a material witness or when reports and exhibits cannot be released for review.)

Providing testimony as an expert witness (but not as a material witness) in a court proceeding or a deposition in anticipation of a court proceeding.

Preparation of plans and engineering documents for construction or manufacture of equipment, buildings or facilities. (Indicate whether peer reviewed or not peer reviewed. Plans and documents receiving written reviews by other specialists or technical regulators shall be considered to be peer reviewed.)

The preparation of technical reviews of plans and reports prepared by other engineers.

Conducting laboratory testing and preparation of laboratory reports. (Indicate whether peer reviewed or not peer reviewed.)

Conducting engineering/technical short courses and seminars for engineers and technical professionals.

Providing expert engineering or technical testimony at a governmental hearing, committee meeting, legislative meeting or similar session (but not as a direct party to any government proceeding).

Conducting field investigations, tests and surveys. (Indicate whether peer reviewed or not peer reviewed.)

Preparation of legal descriptions, plats or plans that are filed for public record.

Engineering consultation to industry.

Promoting international engineering and technology with scholarship and teaching activities.

Chairing or holding executive positions in professional societies.

VI. Departmental Expectations Commensurate with the Granting of Tenure, Promotion to Associate Professor, and Promotion to Professor.

Normally the expectations for promotion to associate professor and for tenure are the same in this department, i.e., activity and achievement in all evaluation categories. The Department of Engineering expects someone that is recommended for promotion to Professor to show contribution beyond the associate level in several of the categories of evaluation. Specifically, candidates seeking this rank shall convincingly demonstrate through documentation substantial emphasis and success in the following areas supporting the mission of the department:

Teaching – Innovative teaching methods and techniques accompanied by teaching related research in topics appropriate for the engineering disciplines. Use of one's teaching-related and technical research in the classroom aimed at course improvement.

Documentation can include peer evaluations, teaching awards, conference presentations, peer-reviewed publications, and other documents attesting to the originality, effectiveness, and importance of teaching methods developed.

Research – Established research agenda with demonstrated track record of achievements including grants and dissemination through peer-reviewed venues such as journals, conference proceedings, and books. Includes research that contributes new understanding or knowledge to the field of engineering and which enhances the reputation of the university. Documentation can include peer-reviewed journal articles and conference papers as well as keynote/invited conference presentations as evidence of scholarly accomplishments.

Application – Application of latest scientific and engineering professional knowledge to create innovative solutions to industrial and public problems with a special focus on ones with long term impact potential. This can include preparation of extensive technical reports; software development; or novel integration of existing tools, components, and/or ideas from various disciplines to establish integrated, comprehensive and innovative product or process design.

End of Departmental Guideline for Promotion and Tenure of Tenure-track Teaching Faculty