Charges for 2008-09 College of Engineering Promotion and Tenure Committee

September 17, 2008

Members

Prof. Jasbir Arora
Prof. Jacob Odgaard
Prof. David Rethwisch

Term Expiring
May 2009
May 2010
May 2011

General Charge
The Promotion and Tenure Committee shall be responsible for reviewing and evaluating the criteria for and the appropriateness of all recommendations concerning faculty promotions, tenure, and new appointments in the college and for making such recommendations to the dean and the faculty as it deems necessary.

Specific Charges

1. Review the procedures used in the College of Engineering promotion and tenure reviews during 2007-08 reviewed for tenure/promotion to associate professor; reviewed for tenure/promotion to full professor. Advise the Engineering Faculty Council (EFC) as to whether the reviews of tenure-track faculty complied with College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions and with the University’s Tenure and Promotion Decision Making Guidelines. Advise the EFC as to whether College and/or University policies were implemented in ways that strike the Committee as unwise.

2. Review the procedures used for new appointments of tenure-track faculty in the College of Engineering during 2007-08. Advise the EFC as to whether these appointments complied with the College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations.

3. College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions state that in a promotion and tenure review “A closed ballot vote of the DCG members attending the group meeting shall be taken, with the votes counted at the meeting” and that “After taking into account the recommendations of the DCG and after consulting, if feasible, members of the department who did not participate in a review of the promotion/tenure file and/or the meeting of the DCG when the final recommendation was made, to transmit an independent recommendation to the Dean … and to indicate in the transmittal letter the vote of the DCG and the results of consultations with those named above.” Determine departmental practices with respect to permitting Departmental Consulting Group (DCG) members to vote who are not present at the group meeting at which the
vote reported to the DEO was taken. Advise the EFC whether any change(s) to the procedures is needed.

4. DCG meetings for Faculty Evaluations and Promotions. Report on the adherence to the following guideline adopted by the College Faculty in May 2008 for DCG meetings at which DCG votes are taken on faculty evaluations and promotions:

*It is highly desirable that the DCG meeting at which the final vote is taken be held at a time when all DCG members can attend. The DCG chair shall give at least one week’s notice of this meeting, unless an earlier meeting with full attendance is possible.*

5. Observation by peers of classroom teaching. The College policy requires peer observation of teaching (POT) in a minimum of three sessions for every reappointment, tenure, or promotion review. Report on the adherence to this policy in the following situations:

   (1) a tenured associate professor being reviewed for promotion to full professor for whom at least three POT sessions were conducted earlier for an promotion/tenure decision,
   (2) an assistant professor being reviewed for tenure/promotion to associate professor for whom at least three POT sessions were conducted earlier for reappointment, and
   (3) an assistant professor with a three-year initial appointment is reviewed for reappointment.

   Advise the EFC whether any change(s) to the procedures is needed.

6. The College currently does not have formal procedures for promotion and/or granting tenure for a faculty member with appointment in a department in which the Department Executive Officer cannot participate in the process. Develop and recommend procedures to be used in these cases.

7. Upon request, assist the EFC in producing a single document integrating the College of Engineering *Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions* with the *University of Iowa Procedures for Tenure and Promotion Decision-making*.

8. Recommend specific charges for the 2009-10 P&T Committee.