

Standards for Tenure and Promotion
College of Engineering
West Texas A&M University

The College of Engineering will follow these guidelines for determination of qualifications for consideration of tenure and promotion. These guidelines are as follows:

- To be eligible for promotion to the rank of Associate Professor a faculty member must be considered “Outstanding” or “Excellent” in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service (based on the definitions for each of these ratings in the Annual Review of Faculty Performance). Faculty members with evaluations lower than “Satisfactory/Excellent” in any category of evaluation during the last two years in the tenure-track appointment shall not be considered eligible for promotion and/or tenure.
- To be eligible for promotion to the rank of Professor a faculty member must have served at the rank of Associate Professor for a minimum period as defined in the WTAMU Faculty Handbook. The applicant must be considered “Outstanding” in at least one of the two evaluation categories of Instructional Responsibilities or Intellectual Contributions, and “Excellent” in the other of these two categories and in the category of Professional Service (based on the definitions for each of these ratings in the Annual Review of Faculty Performance). Faculty members with evaluations lower than “Excellent” in the appropriate categories of evaluation during the three years preceding their application for promotion shall not be considered eligible for promotion. Faculty members with evaluation from all administrative levels lower than “Satisfactory/Excellent” in any category of evaluation during the last two years in the tenure-track appointment shall not be considered for promotion and /or tenure.
- A faculty member who has, or who has had during the review period, a part-time administrative, non-instructional assignment (such as associate vice president, Dean, Department Head, program coordinator, or other non-instructional administrative appointment) must meet the same standards for Instructional Responsibilities, Intellectual Contributions, and Professional Service as any other candidate for promotion and/or tenure. Although administrative responsibilities can be taken into consideration, they are not a substitute for exemplary accomplishment in any faculty performance category.
- For tenure, the applicant must meet the requirements for the Associate Professor level or the Professor level if they hold the rank of Professor.

Criteria for evaluation of each area of Instructional Responsibility, Intellectual Contribution, and Professional Service are delineated below.

Instructional Responsibilities

Instructional Responsibilities for the purposes of Tenure and Promotion within the College of Engineering shall be evaluated based on the following elements:

Student Course Evaluations

Student course evaluations should be considered as a measure of effectiveness in the following areas:

- Lectures or course activities are organized and contain current information that meets the expected student outcomes for the course
- Exams and other course assessment strategies measure program determined course performance indicators
- Faculty member communicates enthusiastically and knowledgeably with the students making the courses they teach stimulating, interesting and applicable
- Lectures are current and mixed with well integrated and appropriate videos, audios, electronic presentation and demonstrations
- Faculty member shows enthusiasm for the subject by the way he or she answers all the student questions and stimulates discussion by other students in the process
- Faculty member treats all students with respect and courtesy

Additional Measures of Instructional Responsibility and Teaching Effectiveness

Additional measures of Instructional Responsibility should be provided by the candidate. The list below provides suggested indicators but may not be inclusive.

- Instructional load, considering number of course preparation and number of students
- Participating in Uncompensated Instructional Overloads
- Instruction of Core level courses
- Instruction of Graduate level courses
- Development of On-line courses
- Instruction of evening courses
- Serving as a faculty mentor for student internships, research, professional studies, honors experiences, independent study courses, theses, and capstone courses
- Development of new courses/programs
- Use of innovative instructional strategies or classroom materials
- Participation in program assessment of learning outcomes

Peer Evaluation

Candidates may submit additional measures of Teaching Effectiveness that include peer evaluations focused on the following:

- Course content
 - Mastery of course content
 - Clear purpose of course lecture or activity
- Teaching methods
 - Organization
 - Clarity of material
 - Enthusiasm for the subject

- Effective use of media
- Learning Environment
 - Student Engagement
 - Stimulating Learning Environment
 - Conducive to critical thinking and student centered learning
 - Inclusion of students and ideas or questions

Demonstration of Assessment of Student Performance,

Candidates should provide evidence of student performance, using an appropriate assessment tool. Typical examples provided in a candidate's folder are:

- Course grade distributions
- Student performance on professional examinations (if appropriate and measurable for the discipline)

Alumni Evaluations

Alumni evaluations will be conducted by the Office of Institutional Research and serve as a long term measure of the candidates teaching effectiveness.

Intellectual Contributions

The following are the COE minimum scholarship expectations for consideration for promotion and tenure:

- 20 accumulated points or more (at least 12 points from Level I) is considered to be Excellent for the purpose of tenure and promotion.
- 25 points or more since last promotion (at least 16 points from Level I) is considered to be Outstanding for the purpose of tenure and promotion.

The point structure is delineated below for each discipline within COE.

Mathematics

Level I: (4 points each) Large finished and peer reviewed products that were made possible because of your academic expertise (student engagement is highly encouraged)

- Major contributor to a peer reviewed publication in a discipline appropriate journal
- Major contributor to a discipline appropriate book or textbook (2+ chapters)
- Major contributor to funding of a large national/international level extramural grant for research or research instrumentation (must document individual contribution)
- Major contributor to a respectable discipline appropriate patent
- Other finished and reviewed products of this scale as agreed upon by the College

Level II: (2 points each) Scientific community engagement

- Presentation of research findings at regional/national/international meetings
- Funding of "midlevel" extramural grant for research or research instrumentation

- Large national/international level extramural grant submission for research or research instrumentation
- Major contributor to discipline appropriate materials used by state/national government agencies
- Other Scientific community involvement of this scale as agreed upon by the College

Level III: (1 point each) Student engagement

- Student presentation of research findings at national/international meetings
- Obtaining internal grants (e.g., KFRG, Summer Faculty Development Grant, WT Foundation Grant)
- Mentor for an student research activity
- Presentations at professional seminars and workshops (regional)
- Peer-Review of technical paper for publication.
- Other activities of this scale as agreed upon by the College
- Mentor of student who presents at a local conference

Engineering, Computer Science, and Engineering Technology

Level I (4 points each)

- Major contributor to a peer reviewed publication in a discipline appropriate journal (contribution must be documented)
- Characterize new material, process or procedure that is highly impactful to an industrial need with a letter from a company identifying its value to them
- Major contributor to a competitive peer reviewed publication in national or international conference proceedings
- Major contributor to a discipline appropriate book or textbook (2+ chapters)
- Major contributor to funding of a large national/international level extramural grant for research or research instrumentation
- Major contributor to a respectable discipline appropriate patent award
- Other finished Products of this scale as agreed upon by the College

Level II (2 points each)

- Presentation of research findings at national, or international meetings
- Invited talk at national or international conference
- Submission of a state, national or international level external grant for research, research instrumentation
- Patent application and activities associated with obtaining a patent
- Major contributor to discipline appropriate materials used by state/national government agencies
- Industrial Study or Design with a letter from a company identifying its value of the report to them
- Publication of a chapter in a collaborative discipline appropriate book from a nationally recognized publisher
- Major contributor to a competitive peer reviewed publication in local or regional conference proceedings
- Publications of research by mentored graduates/undergraduates
- Other finished products of this scale as agreed upon by the College

Level III (1 point each)

- Obtaining internal grants
- Presentation (only) at local conference
- Major contributor to a non-peer reviewed publication or presentation in local or regional conference
- Presentations by mentored undergraduates for their research
- Presentation of research at professional seminars and workshops
- Other finished products of this scale as agreed upon by the College

Professional Service

Professional Service shall be evaluated based on evidence provided in each of the three categories of Service to the University, Community, and Profession. Below are suggested modes of service, but should not be considered exclusive.

Service to the University

- University, college or discipline committee assignments
- Chairperson of university, college or discipline committee assignments
- Involved in the development of new programs when appropriate
- Volunteers or willingly accepts when asked to sponsor student organizations
- Writes letters of reference when asked by students applying to graduate or professional school
- Participates in Academic Advising
- Participates in university or COE student recruitment
- Representative of WT and COE at opportunities similar to recruitment

Service to the Community

- Volunteers or willingly accepts opportunities to represent WT and COE at community events
- Serves as a consultant when appropriate
- Shares their expertise with community groups in appropriate ways by participating in science fairs, college bowls, lecture, etc., regardless of the reward or recognition
- Performs consulting work if called upon and approved by the University

Service to Profession

- Review of articles/abstracts/presentations for professional journals, proceedings, or conferences
- Serve as an officer or on a leadership board in a regional, state, or national professional organization