

CEE PROMOTION AND TENURE POLICIES AND PROCEDURES

Adopted at CEE Faculty Meeting, May 21, 2009

GUIDELINES FOR MERIT, PROMOTION, AND TENURE IN CEE¹

This document describes the process that will be followed when evaluating Civil and Environmental Engineering (CEE) faculty for promotion and/or tenure. The guidelines for the actual evaluation are summarized in a companion document that describes all merit evaluation procedures in CEE. The process described here is meant to conform to and supplement process guidelines provided by the College of Engineering and the UW Faculty Code. If conflicts are perceived among these documents, the Faculty Code, and then the College of Engineering guidelines, will take precedence over the CEE guidelines.

Time to Promotion

Per the Faculty Code, there is no minimum amount of time that a candidate must be in a given rank before requesting consideration for promotion. Correspondingly, a faculty member may request such consideration at any time, and the cognizant faculty will undertake the evaluation in a timely manner. Note, however, that the College of Engineering Council on Promotion and Tenure does offer the guidance that:

“...a five-year period (the typical length for a candidate whose consideration for promotion to Associate Professor is mandatory) is normative for a faculty member to develop a strong record in support of his/her promotion. Faculty being considered for promotion and tenure after a shorter time in rank are expected to present an unassailably strong case, with abundant promise of a high level of sustained productivity...This applies to both assistant professor to associate professor and associate professor to professor promotions.”

The maximum time in rank for an Assistant Professor is dictated by the timeline for tenure, as spelled out in the Faculty Code.

Process

As soon as feasible after it is established that a candidate is to be evaluated, the Department Chair notifies the Chair of the departmental P&T committee, conveying that information as well as the deadline for preparation of the dossier and sending it to the College. Together, they agree on a timeline for the steps that must occur to meet the deadline. These steps include:

- Completion of the components of the dossier that are the responsibility of the candidate (CV, self-advocacy statement, papers to send to reviewers).

¹ Adopted at the CEE Departmental Faculty Meeting of May 21, 2009.

- Identification of experts in the candidate's area(s) of specialization who might write letters evaluating the candidate, and solicitation of such letters by the Department Chair.
- Review of the letters and dossier by the departmental P&T committee, and preparation of a report summarizing that information and the committee's recommendation for action.
- Transmittal of the CEE P&T committee report to the candidate by the P&T committee chair.
- Review of the committee's report by the candidate, including a written response within one week indicating acceptance of the document, objections to factual content, and/or objections to portions of the evaluation.
- Presentation of the committee's report at a CEE Department meeting of faculty at more senior rank than the candidate, and a vote on the recommendation.
- Preparation by the Department Chair of a document summarizing the salient points of the departmental discussion for submission to the CoE P&T committee as part of the dossier.
- Review of the Chair's summary report by the candidate, including a written response within one week indicating acceptance of the document, objections to factual content, and/or objections to portions of the evaluation.

Selecting and Managing Letter Writers

The departmental P&T Chair begins the process of identifying potential letter-writers as soon as practical, seeking input from individuals within and, if desired, outside the Department. She or he also requests from the candidate the names of potential letter-writers and individuals who should not be solicited for letters; a sample letter making such a request of the candidate is appended to this report. The CEE Chair and the chair of the CEE P&T committee then agree on the letter-writers, and the CEE Chair solicits the letters. The CEE Chair then shepherds the process forward as needed, e.g., by sending reminders to the letter-writers as needed, and ascertaining whether additional letter-writers need to be solicited. All communications between the Department and the writers about the request should be in writing (email is ok) and should focus strictly on whether the writers will be able to write the letters (not on their content). A record should be kept of all such communications.

All reports prepared by the departmental P&T committee and the Chair should be written in a way that protects the anonymity (including the gender) of all letter-writers and speakers.

Process at Department Meeting

At the Departmental meeting where the case is discussed, the P&T Chair or their designee presents all the relevant documentation and then responds to questions from the floor. Any member of the faculty eligible to vote is welcome to provide input and perspective on the case, but no other formal presentations are made. Input from non-faculty should be provided only upon request and should be primarily for clarification purposes or in response to questions.

APPENDIX A: SAMPLE LETTER TO CANDIDATE REQUESTING INPUT ON LETTER-WRITERS

Dear [Candidate],

As part of the promotion process, you are invited to suggest names of reviewers who you think would be able to evaluate your record. The reviewers should be leaders in your field(s) of research; they may or may not be people whom you know personally, but they should all be people who are highly regarded scholars and/or practitioners. Most should be faculty members at the full professor rank, although one or two can be non-academicians. It would be helpful if, along with the list, you wrote a sentence about each person's stature and area of expertise, to help us decide which ones to include.

You may also provide a list of people whom you would not like us to ask for an evaluation, and we will respect these requests. You need not provide any justification for placing people on this list.

The departmental P&T committee will independently seek advice to identify individuals who seem to be well qualified to write the recommendation letters. We will then combine our list with yours and make a recommendation to [CEE Chair] regarding the final list of people from whom letters will be requested. We cannot say at this time how many, if any, of your recommendations will be on the final list.

We hope to send out the requests for the evaluation letters by **, so a response from you by ** would be greatly appreciated. Please feel free to contact me or [CEE Chair] should you have any questions about this matter or other aspects of the promotion process.

Best regards.

Name
CEE Chair