Guidelines for Promotion and Tenure for Faculty Members (Regular Title Series) in the Department of Electrical and Computer Engineering University of Kentucky

(approved by Faculty – March 23, 2010)

I. Promotion and Tenure Guidelines from Assistant Professor to Associate Professor

In tenure and promotion considerations, the Faculty of the Department of Electrical and Computer Engineering bases its recommendation on the candidate's performance in teaching, research, and service. All faculty members are expected to contribute to the mission of the Department and the University by demonstrating a sustained commitment to undergraduate and graduate student education; by achieving recognition of research accomplishments at the national level; and by serving the electrical and computer engineering community and the general public. The following guidelines are intended to help the members of the Faculty of the Department of Electrical and Computer Engineering in evaluating candidates for tenure and promotion, as well as to help candidates understand the factors to be considered in their evaluation. These guidelines are meant to supplement but not replace the appropriate University of Kentucky Governing Regulations.

Teaching and advising: To be successful, the candidate should demonstrate a convincing record of quality teaching at both the undergraduate and graduate levels. A detailed teaching portfolio including a statement on teaching philosophy, course descriptions, syllabi and expected outcomes, samples of teaching materials and assignments, student and course evaluations, and letters from students will be the primary evidence materials for assessing a candidate's teaching quality and effectiveness. In addition, an abiding commitment to students' professional growth should be demonstrated through advising and mentoring.

Additional factors for assessing a candidate's teaching quality and effectiveness include: introduction of new courses; use of new effective teaching techniques; and recognition by awards or other formal acknowledgments of teaching excellence at various levels.

Graduate education is an important part of the mission of the Department of Electrical and Computer Engineering. Thus, a candidate is expected to have supervised and mentored graduate students.

Indirect efforts, such as mentoring, advising or involvement with student organizations and student extra-curricular activities may constitute valued contributions to the educational mission of the Department and will be taken into account in promotion and tenure considerations.

Research: To be successful, the candidate should demonstrate sustained original and innovative intellectual contributions to scholarship and provide evidence of having established an independent research program. Measures of scholarly accomplishment include the quality and impact of original research publications and the record of competitive extramural support for that work. Results of research efforts should be published in peer reviewed venues. Generally these will be journals and conferences, in each case with an established reputation for high quality. The number of citations of the candidate's work in scientific and engineering literature may also be used to demonstrate the impact of his/her research work. Collaborative research with colleagues and students is encouraged. At the same time, the candidate is expected to show evidence of scholarly independence and initiative.

Additional evidence of research quality and impact may include invited seminars at major academic institutions, industrial and governmental laboratories, keynote and invited talks at conferences and workshops, research awards and other formal acknowledgments by peers in regional, national, and international communities. Recognition will also be given for patents, software in public use, and other technology transfer based on innovative research.

In evaluating a candidate's research credentials and impact, the Department of Electrical and Computer Engineering will seek the opinions of external reviewers who are regarded as experts in the candidate's discipline. These opinions will play an important role in the evaluation.

Service: To be successful a candidate should show evidence of service to his or her professional and research community. As for the internal service, in the Department of Electrical and Computer Engineering, the internal service responsibilities assigned to Assistant Professors are generally more modest than those assigned to tenured faculty members. Nevertheless, it is important that all faculty members contribute to the growth and development of the Department, College and University.

Evidence of service may include, but is not limited to: undergraduate and graduate student recruiting; course coordination; committee work at the Department, College and University levels; contributions to the profession through reviewing, editorships, conference organization, consulting activities, and professional licensure where appropriate; advising student organizations; and contributions to the profession through community service.

II. Promotion and Tenure Guidelinesfrom Associate Professor to Full Professor

Promotion to Professor requires that a faculty member has realized the professional promise implicit in the award of tenure in every aspect of the Department and University mission: teaching, research, and dedicated service.

A successful candidate for promotion to Professor will demonstrate a strong and continuing record of quality and effective teaching. This will be evidenced by: the range of courses taught; the potential development of new courses, laboratories and modules; and awards or formal acknowledgement by peers at regional, national and international levels. In addition, an abiding commitment to students' professional growth should be demonstrated through advising and mentoring. A teaching portfolio that includes student evaluations as well as other relevant teaching and advising activities will serve as an important instrument for evaluating candidate's proficiency in this area.

In the research area, the candidate needs to demonstrate that his/her academic research contributions are recognized by distinguished peers, both nationally and internationally. The candidate must have a substantial body of scholarly output as demonstrated by the number, quality and impact of publications, extramural funding, external awards and recognitions, and Ph.D. and M.S. graduates.

A candidate for promotion to Professor is expected to contribute more to service mission than probationary faculty, and it is expected that these contributions will extend beyond the department. Evidence of service includes: refereeing in professional matters; editorships; conference organization; course coordination; leadership and other contributions to the department or university or professional societies; and bringing positive recognition of the department, university, and profession to the external community.

Approved by Dean Thomas Lester on April 20, 2010