

Washkewicz College of Engineering
Requirements and Procedures for Tenure & Promotion

1. INTRODUCTION

This document provides guidelines to tenure track faculty seeking promotions in the Washkewicz College of Engineering (WCE) from Assistant Professor to Associate Professor with tenure, and promotions from Associate Professor to Full Professor. In addition, the document provides guidelines for the sixth-, ninth-, twelfth-, and eighteenth-year reviews for lecturers and professors of practice. This document will be made available to all tenure-track faculty, lecturers and professors of practice hired by the WCE at Cleveland State University (CSU). In addition, it is the responsibility of the WCE college administration to make this document available to the candidates applying for tenure and promotion in a timely manner.

Promotion is a recognition of past accomplishments, and of the promise of greater accomplishments in the future. Specifically:

- Granting of tenure and promotion in rank to Associate Professor and Professor for faculty on the tenure track is based on excellence in teaching, scholarship, and service.
- Reappointment and promotion for an Assistant College Lecturer to the rank of Associate College Lecturer, as well as promotion for an Associate College Lecturer to the rank of Senior College Lecturer, is based on excellence in teaching as well as demonstrating a full engagement in the life of the Department through professional service.
- Reappointment and promotion for an Assistant Professor of Practice to the rank of Associate Professor of Practice, as well as promotion for an Associate Professor of Practice to the rank of Professor of Practice, is based on excellence in teaching as well as demonstrating a full engagement in the life of the Department through professional service.

Promotion policies are dynamic in nature; therefore, the interpretation and application of this document will evolve. If this document is modified by the College, then promotion candidates will have the option to be reviewed according to either the new criteria, or the criteria that were in place at the time of their most recent personnel action.

A “personnel action” includes the initial hiring, the granting of tenure, or the promotion of a faculty member.

- 1.1. THE RELATIONSHIP OF THIS DOCUMENT TO THE CSU-AAUP CONTRACT
- The CSU-AAUP contract specifies the minimum standards for appointment and promotion to each faculty rank. This document elaborates those standards for the Washkewicz College of Engineering.

Relative to those faculty on the tenure track, in addition to the expected service contribution to the university and profession, promotion and tenure are based on the following:

- (a) The promotion to Associate Professor is based on evidence that the candidate is a fully competent teacher. In addition, the candidate shall demonstrate significant independent scholarship beyond his/her dissertation.
- (b) The promotion to full professor is based on evidence of sustained excellence in teaching. In addition, the candidate shall demonstrate sustained outstanding record as a scholar.

Relative to College Lecturers, reappointment as well as promotion is based on the following:

- (c) The promotion to Associate College Lecturer is based on evidence that the candidate is a fully competent teacher and proof of full engagement in the life of the Department.
- (d) The promotion to Senior College Lecturer is based on evidence of a long-term outstanding record of distinguished teaching and proof of extensive professional service at Cleveland State University.

Relative to Professors of Practice, reappointment as well as promotion is based on the following:

- (e) The promotion to Associate Professor of Practice is based on evidence that the candidate is a fully competent teacher and proof of full engagement in the life of the Department.
- (f) The promotion to Professor of Practice is based on evidence of a long-term outstanding record of distinguished teaching and proof of extensive professional service at Cleveland State University.

1.2. CRITERIA FOR PROMOTION The criteria for promotion for faculty on the tenure track include three components: teaching (which includes research advising), research and scholarship, and service. The criteria for promotion for College Lecturers and Professors of Practice include two components: teaching (which includes research advising), and a full engagement in the life of the Department through professional service.

The candidate is responsible for compiling evidence of each component, organizing an e-dossier (paper dossiers will not be accepted), and submitting necessary documents to demonstrate his or her academic achievements. Promotion recommendations by the College Peer Review Committee (PRC), Department Chair, and College Dean, will be based predominantly on accomplishments since the candidate's most recent personnel action, as evidenced in the e-dossier.

For tenure track faculty hired with no research expectations, research and scholarship will not be considered for promotion and tenure (as applicable). These expectations are typically defined in the letter of intent.

2. TEACHING

Teaching is the most important duty of a faculty member. Candidates are required to document evidence attesting to their competence and dedication to teaching and research advising.

Teaching includes undergraduate and graduate instructions, curriculum development, teaching innovation, undergraduate research supervision, and graduate research supervision. The factors that are considered in the evaluation of teaching include commitment to students learning, ability to teach a diversity of courses, responsiveness to feedback from students and others (such as peer evaluators). This includes, but is not limited to, assessment of teaching efficacy, effectiveness in advising undergraduate and graduate students in research, effective communication skills, as well as adherence to university academic regulations and procedure.

Supporting documents for effective teaching include all student course evaluations, letters from former students and research advisees, peer evaluations, teaching awards, teaching grants, and other evidence of teaching effectiveness.

3. RESEARCH AND SCHOLARSHIP

Dedication to research and scholarship is expected for all tenure track faculty unless a letter of appointment outlines otherwise. Major consideration is given to the research and scholarship of the candidate and the impact of that research and scholarship has on the academic and engineering community. The expectation is that the research/scholarship results from work at Cleveland State University. The measures for research and scholarship performance include:

- Publications in refereed scientific and engineering journals and peer reviewed conference proceedings
- Publications of scholarly books
- Other creative work, such as patents
- Competitive externally sponsored research grants/contracts.
- Industrially sponsored contracts/awards supporting research and development at CSU.
- Contributions to the enhancement of research programs in the Washkewicz College of Engineering, especially those that involve and support students.

- List of students funded in research from external grants.
- Reputation within the profession

External reviews of the faculty members' research and scholarship (discussed in Section 6) are mandatory. The external reviews should evaluate the contributions, significance, and impact (realized and potential) of the candidate's research and scholarly works.

4. SERVICE

Service to the university through committee work or other assignments is expected of all faculty. This criterion is of particular importance to the Professors of Practice as well as the College Lecturers. Major consideration is given to the candidate's service to the university and the engineering profession. Service outside the university will be considered when (1) it enhances the reputation of the university; (2) helps attract or support the enrollment of CSU students, and/or (3) clearly benefits the department, college and/or the university. The service criteria can include, but is not limited to the following elements:

- Student academic advising
- Committee work (standing or ad hoc) at the department, college, and university levels.
- Service to the profession
- Service to the community at large
- Any additional administration-assigned, or otherwise, service-related responsibilities.

5. PROCEDURES FOR PROMOTION

5.1. All College PRC deliberations and memos concerning the promotion application of specific candidates shall be kept in strict confidence.

5.2. Faculty members seeking consideration for promotion must provide a complete curriculum vitae (CV) and five refereed, published (or accepted) papers all in an electronic format (paper dossiers will not be accepted) to the College PRC by the first Monday in April. The five papers cannot have been used for a previous personnel action. Assistant professors or associate professors joining CSU without tenure having prior research experience can include their publications before joining CSU. The CV and the five papers are equivalent to the "preliminary e-dossier" that is specified in the CSU-AAUP contract.

5.3. The College PRC shall meet to start the external review process by the third Monday of April.

5.4. The candidate shall submit a completed final e-dossier to the College PRC via the portal in the Faculty 180 application by September 1.

5.5. The College PRC shall meet to review all e-dossiers for promotion and/or tenure. Separate recommendations on each candidate, with supporting reasons shall be submitted to the respective Chairs by October 1. The College PRC recommendation for a faculty candidate shall include a copy of the invitation letter sent to each reviewer, and the list of papers sent. Deadlines differ between tenure track and lecturers/professors of practice.

5.6. Following the Chair's review of the e-dossiers and all supporting materials, each Chair will make their recommendation to the Dean by October 15.

5.7. The Dean will submit to the Provost his/her recommendation on each candidate by December 1.

5.8. Appendix B provides requirements for e-dossier organization. The AAUP contract specifies deadlines for each step during the promotion process. Table 1 quotes those deadlines and adds a deadline for the College PRC in conducting the external review.

<i>Table 1 Tenure and Promotions Activity Deadlines.</i>	
Activities	Deadline
Candidate informs the College PRC and submit a preliminary e-dossier suitable for external review	First Monday in April
College PRC meets to start the external review process	Third Monday in April
Candidate submits a completed final e-dossier	September 1

6. STANDARDS AND PROCEDURES FOR OBTAINING EXTERNAL REVIEWS

The College Peer Review Committee (PRC) shall make a concerted effort to secure five external reviews and must secure at least four external reviews. Each reviewer must be from a different institution. Reviewers can be from either within or outside the United States. The reviewers can be from academia, government, or industry. Reviewers from academia must have a rank greater than or equal to that for which the CSU faculty candidate is applying. Reviewers outside academia must have accomplishments that would place them at a rank greater than or equal to that for which the candidate is applying if they were in academia. A pool of at least ten potential reviewers will be identified by the PRC. Some methods for identifying a representative pool of reviewers may include:

- Individuals who are cited in the candidate's publications.
- Individuals who have cited the candidate's publications.

- Individuals who are well known or widely published in the candidate's area of research.
- Editors or Associate Editors of journals in which the candidate has published.

The qualifications and competence of each potential reviewer will be discussed by the PRC at a Spring meeting. Potential reviewers who receive a majority positive vote from the PRC will be eligible to serve as reviewers. Since an individual may decline an invitation to serve as a reviewer, the PRC may need to meet more than once to obtain enough eligible reviewers. The PRC will provide the list of eligible reviewer names to the candidate. The candidate will have an opportunity to raise objections and to identify conflicts of interest, including prior personal or professional relationships such as thesis advisor, dissertation committee member, co-author, or research collaborator. The PRC will not invite reviews from individuals with conflicts of interest. The PRC will give due consideration to objections by the candidate when deciding which reviewers to invite. The faculty candidate's e-dossier should contain the final list of all potential reviewers, with the candidate's statement of possible conflict of interest. Sample review request letters are available for the PRC's convenience in Appendix A.

The PRC will provide the reviewers selected by the process outlined above with the following documents:

- The candidate's full curriculum vitae
- Five of the candidate's papers, chosen by the candidate, that have been published since the candidate's most recent personnel action.

Appendix A. Sample Reviewer Invitation Letters

Subject: External Review of Dr. XXX for Tenure and Promotion to Associate Professor

Dear Dr. YYY,

Dr. XXX is an Assistant Professor in the ZZZ Department at Cleveland State University and has applied for tenure and promotion to the rank of Associate Professor. In response to this request the Peer Review Committee (PRC) of the College of Engineering has initiated an external review of Dr. XXX's credentials. Having identified you as an expert in his/her field, I am writing to see if you are available to review his/her scholarly achievements.

Your review should be based on an analysis of the candidate's curriculum vita and 5 representative publications, which are attached to this email, along with any other information that you may gather from your own resources. Your review will be due August 1, 20NN. The committee is particularly interested in your assessment of the candidate's professional accomplishments and the quality of the scholarly achievements beyond dissertation work. Are the contributions independent and original? What is the significance of the candidate's scholarship, both realized and unrealized, for advancing theory, research, or practice? Does the candidate's research to date show promise for continued growth and recognition? Per our guidelines, we ask you for your judgment of Dr. XXX' accomplishments but not for a recommendation for or against tenure and promotion.

As a token of our appreciation for your effort, we are offering you \$MMM as honorarium. If you agree to these conditions, please let me know by e-mail. If you have any conflict of interest, such as having been Dr. XXX's instructor, supervisor, co-author, or collaborator, please let me know so that the PRC can find another reviewer. If you cannot serve as reviewer, I would appreciate it if you would let me know of other potential reviewers.

Your review (a signed PDF or a mailed hard copy) will become part of the documentation that the PRC, Department Chair, and College Dean will examine to determine the candidate's application for tenure and promotion. Every effort will be made to ensure confidentiality, but confidentiality cannot be guaranteed, in keeping with Supreme Court rulings and Ohio law. Please feel free to contact me if you have questions. I look forward to receiving your reply as soon as possible. Thank you very much. Best wishes,

Professor ABC, Member, Engineering College Peer Review Committee (PRC)

Cleveland State University

Attachments: CV

- Publication #1
- Publication #2
- Publication #3
- Publication #4
- Publication #5

Subject: External Review of Dr. XXX for Promotion to Full Professor

Dear Dr. YYY,

Dr. XXX is an Associate Professor in the ZZZ Department at Cleveland State University and has applied for promotion to the rank of Professor. In response to this request the Peer Review Committee (PRC) of the College of Engineering has initiated an external review of Dr. XXX's credentials. Having identified you as an expert in his/her field, I am writing to see if you are available to review his/her scholarly achievements.

Your review should be based on an analysis of the candidate's curriculum vita and 5 representative publications, which are attached to this email, along with any other information that you may gather from your own resources. Your review will be due August 1, 20NN. The committee is particularly interested in your assessment of the candidate's professional accomplishments and the quality of the scholarly achievements. Are the contributions independent and original? What is the significance of the candidate's scholarship, both realized and unrealized, for advancing theory, research, or practice? Is the candidate broadly recognized as an expert? Has the candidate demonstrated sustained outstanding scholarship? Per our guidelines, we ask you for your judgment of Dr. XXX' accomplishments but not for a recommendation for or against tenure and promotion.

As a token of our appreciation for your effort, we are offering you \$MMM as honorarium. If you agree to these conditions, please let me know by e-mail. If you have any conflict of interest, such as having been Dr. XXX's instructor, supervisor, co-author, or collaborator, please let me know so that the PRC can find another reviewer. If you have any other conflict of interest, please let me know. If you cannot serve as reviewer, I would appreciate it if you would let me know of other potential reviewers.

Your review (a signed PDF or a mailed hard copy) will become part of the documentation that the Peer Review Committee, Department Chair, and College Dean will examine to determine the candidate's application for promotion. Every effort will be made to ensure confidentiality, but confidentiality cannot be guaranteed, in keeping with Supreme Court rulings and Ohio law. Please feel free to contact me if you have questions. I look forward to receiving your reply as soon as possible. Thank you very much. Best wishes,

Professor ABC
Chair, Engineering College Peer Review Committee (PRC)
Cleveland State University

Attachments: CV
Publication #1
Publication #2
Publication #3
Publication #4
Publication #5

Appendix B e-Dossier Organization

The e-dossier shall be organized as follows, with sections separated by indexed section pages. The PRC can refuse to consider e-dossiers that do not meet the following format. For tenure track faculty members material should be included in the e-dossier only if it is directly related to excellence in teaching, research, and service. For college lecturers and professors of practice material should be included in the e-dossier only if it is directly related to excellence in teaching and service. Candidates should avoid including extraneous padding in e-dossiers.

A cover page must be provided that includes the candidate's name, department, and promotion goal. Lecturers and Professors of Practice (PoP) must state what personnel action is sought, e.g., xxth year review and reappointment, promotion to (stated rank).

1. Introductory Section

- 1.1. A disclaimer that the "statements made in this e-dossier and the evidence presented by me are true to the best of my knowledge" with the candidate's signature.
- 1.2. A one-page summary statement that includes the candidate's intention to apply for promotion, and that summarizes a tenure track faculty member's teaching, research, and service accomplishments. For college lecturers and professors of practice this statement should summarize the faculty member's teaching and service accomplishments.
- 1.3. The candidate's full curriculum vitae with the candidate's university and year that the PhD degree was conferred. The candidate should also provide the dissertation title, and name of the dissertation advisor(s).
- 1.4. A copy of the initial letter of appointment if the candidate is applying for the first personnel action after being appointed at CSU.
- 1.5. The final list of all potential reviewers, with the candidate's statement of possible conflict of interest.

2. Recommendation Section

This is a blank section reserved for recommendations by the College PRC, the Department Chair, the College Dean, the University PRC, and the external reviewers.

3. Teaching Section

A summary statement describing why the candidate believes that he/she meets this promotion criteria, and describing the evidence being presented to demonstrate teaching related accomplishments, will be presented first. The summary will include pointed references to the accomplishments detailed in the rest of this section. Teaching accomplishments can be

demonstrated by courses taught, courses developed, lab development, curriculum development, funding for teaching-related activities, and teaching-related publications. This section will include,

3.1 List of courses taught each semester since the candidate's previous personnel action, including details such as the semesters that each course was taught, new course development, course revision, enrollment, and clear indications of cross-listed courses. The candidate must provide this information in a tabular format (grouping cross-listed courses together), that includes number of respondents providing student evaluations, and the instructor score based on the student evaluations.

3.2 Teaching evaluations by students for all the courses taught. The candidate must provide a summary of the evaluations, reflections on feedback received from students, the actions taken by the candidate in response, and continuous improvements as result. All student evaluations must be submitted. Student comments can be included verbatim from the student evaluations along with the candidate's response or reflection to general trends associated with the verbatim student comments.

Relative to student evaluation scores the candidate may provide either the "Assessment of Instructor" overall score, which is based on a scale of 0 to 4.0 and is calculated from answers to the instructor-related questions in the student evaluation questionnaire.

Alternatively, the candidate can use the "Overall Evaluation of this Instructor," which is based on a scale of 0 to 5.0. This assessment represents how the students answered the single question: "What is your overall evaluation of this instructor?"

The candidate must always include the department and college average for that semester, the maximum score (e.g., 3.4/4.0) and the N/Ntotal (Number of Respondents/Total Enrolled). The candidate can increase the ratio N/Ntotal to over 50% if time is provided in class to complete evaluations, along with reminders to students to complete the student evaluation.

The candidate may include graphs of student evaluation scores highlighting improvements over time. The candidate can indicate student evaluation averages over multiple years.

3.3 Teaching evaluations by other faculty. The candidate must provide a summary of the evaluations, reflections on feedback received from other faculty and the actions taken by the candidate in response that demonstrate continuous improvement.

3.4 Highlight how the candidate may have maintained or improved teaching labs.

3.5 Other supporting documents, such as, list of training sessions attended by the candidate to improve his or her teaching, evidence of commitment to teaching and enforcing ethics.

3.6 Candidates seeking promotion to Senior College Lecturer must submit a statement of teaching philosophy.

4. Research Advising Section (Tenure Track Faculty)

A summary statement will be presented first describing why the candidate believes that he/she meets this promotion criteria, and describing the evidence being presented to demonstrate research advising related accomplishments. The summary will include pointed references to the accomplishments detailed in the rest of this section. This section will include:

- 4.1 List of graduated honors, masters, and doctoral students for whom the candidate served as the primary thesis or dissertation advisor, and list of graduated honors, masters, and doctoral students on whose thesis or dissertation committee the candidate served.

5. Research and Scholarship Section (Tenure Track Faculty)

In this section a summary statement describing why the candidate believes that he/she meets the research and scholarship criteria for tenure and promotion and the supporting evidence for these accomplishments, will be presented first. The summary will include pointed references to the accomplishments detailed in rest of the scholarship section. Research accomplishments can be demonstrated by publications, research grants, awards, patents, etc.

Publications should appear in the same format used in the candidate's curriculum vitae. In addition, please indicate papers published while at CSU, but based on work at a previous institution, e.g., journal articles based on post-doc efforts and the candidate's doctoral research.

The candidate should list papers published while at CSU with the candidate's dissertation advisor or post-doc advisor as co-authors, but where work is independent from the candidate's doctoral efforts or post-doc work. The candidate must indicate how these efforts are independent.

For papers published with co-authors, the candidate must briefly summarize their contributions (including the contributions of the candidate's students or post-docs).

This section will include the following:

- 5.1 All publications since the candidate's previous personnel action, not including publications based on dissertation work unless they are from candidate's independent research. Assistant professors or associate professors joining CSU without tenure having prior research experience can include their publications before joining CSU.

Publications must be separated into the following categories: (a) peer-reviewed journals, (b) peer-reviewed conference proceedings, (c) peer-reviewed book chapters or books, (d) abstract-reviewed or other conferences, (e) project reports to funding agencies (such as NASA reports and DOE reports), (f) papers under review, and finally (g) papers in preparation.

Conference publications shall contain sufficient information to judge their quality such as the proof of peer review or the acceptance rate .

Publications in each category should be shown in reverse chronological order.

5.2 Show all authors for each publication, in the order shown in the publication. The candidate's name should be in bold. Indicate the corresponding author. Candidates must indicate the co-authors who are candidate's students or post-docs. Explain the candidate's contributions to the jointly authored papers that are in the e-dossier.

5.3 Evidence of the quality of scholarship, such as, list of citations to the candidate's publications, summary of impact factors of the journals in which the candidate has published, e.g., the H-Index or RG Score.

5.4 A list of all funded proposals, including summary information such as proposal title, funding amount, funding agency, funding performance period as well as a budget summary must be provided. The candidate must clearly indicate total funding and years for each grant.

The names of all senior investigators on the grant, the principal investigator as well as any co-principal investigators must be identified. The candidate's role and approximate share of the grant responsibilities must be delineated.

For grants that are subcontracts to CSU, the candidate must indicate total dollar amount of the grant, and the dollar amount going to CSU.

Separate internal CSU grants from external grants. Show grants funded in reverse chronological order.

5.5 A list of all students funded in research from external grants. Group student research mentees according to academic standing, i.e., undergraduate, master level (state thesis or project), or PhD candidate. Indicate if each student is current, or the year of graduation for matriculated students. List students in reverse chronological order. Indicate students who were at least partially financially supported by the candidate's external grant(s).

5.6 List separately all unfunded proposals, including the summary information specified above.

5.7 Provide a list of patents granted and patent applications.

5.8 Other supporting documents.

6. Service Section

This section starts with a summary statement describing why the candidate believes that he/she meets the service criteria for tenure and promotion. Service includes community and/or industrial engagement activities, especially where there is direct or indirect benefit for CSU students. The supporting evidence must be presented first. The summary will include pointed references to the accomplishments detailed in rest of the service section. List service activities in

reverse chronological order by the academic year for each service activity or committee. Indicate if the candidate chaired the committee and the specific academic year the candidate served as chair. Group the service activities according to university, professional, or community focused service. Service accomplishments can be demonstrated by items, such as:

- 6.1 Description of non-research student advising in which the candidate has been involved.
- 6.2 List of CSU committees (university, college, department) on which the candidate has served, including years of service.
- 6.3 List of conferences and journals for which the candidate has performed peer reviews.
- 6.4 List of other types of reviews that the candidate has performed: promotion reviews, proposal reviews, and book reviews.
- 6.5 List of conferences and journals for which the candidate has performed editorial duties: editor in chief, editorial board, associate editor, etc. with supporting document.
- 6.6 List of positions in which the candidate has served for professional engineering societies, with supporting document.
- 6.7 List of consulting assignments, including summary information such as client name, CSU students involved in the work, summary of work performed, length of consulting assignment, etc., with supporting document.
- 6.8 A description of service contributions to the community at large.
- 6.9 Other professional service components, such as, as serving on NASA, NSF, DOE review panels. Supporting evidence for these may include items such as a letter from the appropriate program manager at the agency.

7. Additional Evidence Section

This optional section can be used to include other information pertaining to achievements and recognition relevant to the promotion criteria, such as, honors and awards, invited lectures, etc.

Approved by the Faculty on May 6th, 2021.