

APPENDIX J: Faculty Merit

Faculty Contributions and Evaluation Policy and Procedure Department of Materials Science and Engineering (Adopted on 3/18/98) (Modified on 5/5/2000)

I. Annual Review of All Faculty

The teaching, research and service contributions of all faculty members will be reviewed each spring quarter. This review is intended to serve the department's internal review, and to satisfy the College requirement for collegial evaluation and the University requirement for peer evaluation. The dates listed for each step are recommended dates. During the Winter Quarter, the Chair will propose a schedule for that year for consideration and approval by the faculty.

Steps

- Each faculty member will submit a "Biographical Supplement" by April 10. This document will use the standard format used by the College (copy attached) and will cover the one year period from March 16 to March 15. The format adopted by the College must be used.
- Early in the Spring Quarter (preferably by April 30), the faculty of higher rank will evaluate the contributions of the faculty of lower ranks in a series of meetings. All faculty members of higher rank will be asked to participate in these evaluations. However, the decision to participate is voluntary. Full Professors will be evaluated by other Full Professors (on a voluntary basis). In evaluating the contributions of the faculty, both the "Biographical Supplement" "Goals for Next Year and the Next Three Years" will be considered. Written evaluations will be submitted to the Chair. A sample of the format that will be used for the written evaluations is attached.
- The Chair will then consolidate the evaluations into an "Evaluation Letter". All evaluations provided by the individual faculty members will be used in generating this composite evaluation letter. The Chair's evaluation will also be included in this. The Chair will provide this evaluation letters to each faculty member by May 15.
- The Chair will schedule individual meetings with each of the faculty members between May 15 and June 15 to discuss the results of these evaluations. The faculty will be asked to provide a self-evaluation (using the standard format) and also a one page (maximum) narrative of contributions during the past year and a one page maximum "Goals for the next year and the next three years". These plans will be provided to the Evaluation Committee during the next year.
- Following these meetings, the Evaluation Letter and the Goals for the next year and the next three years will be annotated if needed. If the faculty member requests, then the annotated Evaluation Letter will be shared with the faculty who provided the evaluations and they will be given an opportunity to modify their evaluations. The Chair will then use the modified evaluations to generate the modified evaluation letter, which will be sent to the faculty member together with the "goals for the next year and the next three years".
- Should the faculty member not agree with the "evaluation letter" and/or the "goals for the next year and the next three years", he or she will indicate so in writing (to the Chair).

The failure of a faculty member to object in writing within ten days of receiving these documents (unless upon the faculty member's request and for good cause the Chair extends the period) shall constitute his or her acceptance of its terms and conditions. If the faculty member disagrees with these documents, the Chair will either withdraw the documents and issue revised ones to which both parties agree, or reaffirm the accuracy of the original documents.

- The Chair will prepare an Annual Activities Report for the faculty member from the "Biographical Supplement". This is a statistical profile of faculty activities.
- The annual activities report and the one page narrative mentioned above will be shared with all the faculty members during the Annual faculty retreat (in September).
- The modified evaluation letter which will be placed in the faculty member's permanent file. In addition, the Biographical Supplement for the year, the Annual Activities report, the Goals for the next year and the next three years, the self evaluation and the written narrative will also be placed in the faculty member's permanent file.
- This completes the Annual Review.

II. Merit Review of All Faculty

The schedule for salary recommendations is not well established. Whenever salary recommendations are required, the material to be used will be the Annual Evaluations since the last Merit review. The Chair will then make recommendations to the Dean based on these evaluations and the guidelines from the College for the process. The faculty will be informed of the raise that has been recommended for them by the Chair to the Dean.

III. Promotion and Tenure Review

All faculty below the rank of Professor are eligible for promotion every year. A committee consisting of all Tenured Professors will consider Associate Professors and a Committee consisting of all Tenured Professors and Tenured or Tenure track Associate Professors will consider Assistant Professors. These committees will be called the Department Promotion and Tenure Committee. Additionally, a reappointment decision must be made for an untenured faculty member on an initial three-year contract during his or her third year, and a tenure decision must be made for an untenured faculty member during his or her sixth year. In both these mandatory cases, the necessary reviews must begin during the Spring Quarter preceding the mandatory year.

Initial considerations of each faculty member eligible for promotion is made as a part of the annual review as described above. Specifically, the first step is identical to the one listed above.

Additional steps

- In the second step above (evaluation of faculty members by faculty of higher rank), any evaluating faculty member can propose that a particular faculty member be considered as a plausible candidate for promotion. For these faculty members, the senior faculty will review the case in more detail if needed. This will include review of the past evaluations and contributions made since the last promotion. This information will be provided to the evaluation committee by the Chair from the faculty member's permanent file. Based on this review, the evaluation committee will vote on whether to

proceed further with the promotion and tenure or not. This will be a straight majority vote. The Chair will convey this vote to the faculty members.

- Peer Evaluation of Teaching will be done for cases in which action or further consideration is required. This evaluation will be done by two faculty members appointed by the Department Promotion and Tenure Committee in consultation with the faculty member.
- For reappointment (untenured faculty members during the second year of their appointment), the recommendation of the Evaluation Committee will be forwarded to the entire faculty and the eligible faculty members will vote in an Executive Session of the faculty meeting during the Spring Quarter. The results of this vote and the decision of the faculty will be conveyed to the Dean's office.
- The faculty deemed plausible candidates for promotion will be asked to provide the complete Biographical Sketch (Items 3 thru. 11) from the College guidelines for Promotion and Tenure (copy attached) to the Chair by July 15th. The chair will work with the candidates promotion committee (established in consultation with the candidate) to select internationally prominent scholars in the candidate's area from whom written evaluations will be solicited. The Committee also advises the Chair on the content of the package that will be send to the external reviewers. This committee also work with the Chair during the Summer quarter to ensure that the complete package is ready by the end of the Summer quarter.
- Letters soliciting external evaluations will be sent by early summer. These packages will include a cover letter from the chair conforming to the College standards, the candidate's cover letter and other supporting material identified in the previous step.
- During the Summer, the Chair and the candidate's promotion committee will ensure that the package is ready according to the College guidelines. When all the data is available (end of Summer Quarter or early Autumn)), the Department Promotion and Tenure Committee examines the materials and writes a report summarizing the case. The written report will also include the list of external reviewers, the external reviewers contacted and the external reviews received. The faculty of higher rank then arrive at a decision through discussion. The Chair may be charged in these meetings to obtain further information if so needed. A secret ballot is taken at the conclusion of this process. This ballot must be taken to meet the College time lines. Thus the vote must be taken by the end of September for the mandatory tenure and mandatory promotion cases (promotion for Research Assistant professors). For non-mandatory tenure and promotion cases, the vote must be taken by the end of October.
- An affirmative or mandatory Departmental recommendation is reported to the college. Materials confirming to the college guidelines are then submitted by the Chair to the College.

It is worth emphasizing that the Department makes final personnel decisions as a "committee of the whole". The candidates Promotion Committee presents the case to the Department and may make recommendations, but a final decision is reached only after thorough discussion among all eligible faculty and a secret ballot. It is explicit that in this final decision process, the Promotion Committee is not charged with "advocating", "defending" or "discrediting" the candidate, but rather with presenting the facts of the case.

IV. Mentoring of Assistant Professors

All Assistant Professors (Tenure Track and Research) will be assigned a Mentoring Committee of two tenured faculty members within the first quarter of their appointment in the Department. This committee will be formed by the Chair in consultation with the faculty member. Changes to the committee will also be made by the Chair in consultation with the faculty member. This Committee will be mentor the Assistant Professor and will be operational until the faculty member is tenured and promoted to Associate Professor.