

# **General Guidelines for Promotion and Tenure Regular Title Series Faculty UK College of Engineering Department of Engineering Technology**

In tenure and promotion considerations, the Faculty of the Department of Engineering Technology bases its recommendation on the candidate's instruction, research, and service performance. All faculty members are expected to contribute to the mission of the Department and the University by demonstrating a sustained commitment to undergraduate student education, achieving broadly recognized innovative and impactful research and/or entrepreneurial activities, and serving the engineering technology community and the public. The following guidelines, established following GR VIIA.6, are intended to assist the members of the Faculty of Engineering Technology in evaluating candidates for tenure and promotion, as well as to assist candidates in understanding the factors to be considered in their evaluation. These guidelines are meant to supplement but not replace the appropriate University of Kentucky Administrative Regulations (i.e., AR 2:1, 2:2, 2:4, 2:5, 2:9).

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

**Instruction:** To be successful, the candidate should provide evidence of a convincing record of quality teaching at a level expected of associate professors. 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 student letters, will be the primary evidence for assessing a candidate's teaching quality and effectiveness. Measures of teaching quality and effectiveness may include but are not limited to the following:

- a. Advising and mentoring that demonstrate an abiding commitment to students' professional growth
- b. Recognition by awards or other formal acknowledgments of teaching excellence at various levels
- c. Introduction of new courses, novel teaching techniques, modules, technologies, and assessment methods
- d. Creation of new materials such as web-based content,
- e. The direction of undergraduate research projects.
- f. Professional licensure to qualify for teaching design courses
- g. Documentation of curriculum development activities and introduction of novel teaching
- h. Participation in courses and development activities to improve as an instructor
- i. Develop and teach continuous education credit courses or short courses to industry professionals
- j. Development of new undergraduate certificates and teaching certificates courses
- k. Relevant publications (i.e., textbooks or scholarly articles related to instructional efforts)

Indirect measures, such as involvement with student organizations and extra-curricular activities, may constitute valued contributions to the department's educational mission and will be considered a positive

factor for promotion and tenure.

**Research:** To be successful, the candidate should demonstrate sustained original intellectual contributions to scholarship and provide evidence of having established an independent research program at a level expected of associate professors. Measures of scholarly accomplishment may include but are not limited to the following:

- a. A candidate must show both the effort and the ability to attract sufficient research funding to initiate and maintain their research program
- b. Results of research efforts should be published in venues regarded as selective by peers in the candidate's discipline. Journals, proceedings, and conferences are appropriate in each case with an established reputation for high quality. Journal impact factor and citation indices can serve as evidence of quality, if applicable
- c. Collaborative research with colleagues and students is encouraged. At the same time, the candidate is expected to show evidence of scholarly independence and initiative
- d. Mentoring students to graduation
- e. Advising postdoctoral scholars and research staff members
- f. Research awards and other formal acknowledgments by peers at regional, national, and international levels
- g. Giving invited seminars at major academic institutions, industrial and governmental laboratories, keynote and invited talks at conferences and workshops
- h. Research awards and other formal acknowledgments by peers in regional, national, and international communities
- i. Innovative and impactful research and/or entrepreneurial activities, including patents, software in public use, and other technology transfers based on innovative research, substantial output from research, and entrepreneurial activities

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

**Service:** To be successful, a candidate should show evidence of service to the professional and research community. As for the internal service, in the Department of Engineering Technology, the internal service responsibilities assigned to Assistant Professors are generally more modest than those assigned to tenured faculty members. Nevertheless, all faculty members must contribute to the growth and development of the Department, College, and University. Evidence of service may include, but is not limited to the following:

- a. Undergraduate and graduate student recruiting
- b. Course coordination
- c. Committee work at the Department, College, and University levels
- d. Contributions to the profession through reviewing, editorships, conference

- organization, consulting activities, and professional licensure where appropriate
- e. contribution to specific activities such as Engineer's Day, and participation in science and engineering-related events in the local community
  - f. Advising student organizations
  - g. Contributing to the profession through community service

## **II. Promotion and Tenure Guidelines from 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: instruction, research, and dedicated service.

**Instruction:** A successful candidate for promotion to professor will demonstrate a strong and continuing record of quality and effective teaching. The range of courses taught will evidence this; the potential development of new courses, laboratories, and modules; and awards or formal acknowledgment by peers at regional, national, and international levels. In addition, advising and mentoring should demonstrate an abiding commitment to students' professional growth. A comprehensive teaching portfolio that includes student evaluations and other relevant teachings, curriculum development, and mentoring activities will be important for evaluating a candidate's proficiency in this area.

**Research:** The candidate needs to demonstrate that their academic research contributions are recognized by distinguished peers, both nationally and internationally. The successful candidate for promotion and tenure must demonstrate original intellectual contributions to a scholarship at a level commensurate with the rank of full professor and the corresponding Distribution of Effort. Scholarly accomplishments will be measured by the quantity and quality of published work, extramural funding, contributions to the educational literature, research projects involving undergraduate and graduate student participation, innovative and impactful research and/or entrepreneurial activities, and evaluation by external reviewers.

**Service:** A candidate for promotion to professor is expected to contribute more to the 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 public recognition to the department, university, and profession.

Approved by Department Faculty: September 22, 2022

Approved by Dean Rudolph Buchheit: September 30, 2022