

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE (CoECS)

CRITERIA FOR PROMOTION AND TENURE

2023-2024 ACADEMIC YEAR

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Overview:

This document defines the policy governing structure and processes for standing committees on promotion, retention, and tenure (hereinafter PRT) within the College of Engineering and Computer Science (CoECS) at Arkansas State University.

The CoECS defines departments as being led by administrative unit heads (hereinafter chair). Individual programs do not constitute departments and Program Directors do not constitute chairs. A Chair will typically hold the administrative title “Department Chair” or “Associate Dean.”

The policies governing departmental PRT committees (hereinafter DPRTC) and the college PRT committee (hereinafter CPRTC) are listed below. All policies are in accordance with the Arkansas State University Faculty Handbook.

Department PRT Committee (DPRTC):

1. Each academic department within the CoECS will maintain a standing DPRTC. Each DPRTC will have a minimum of five tenured faculty members representing all areas within the department, if possible.
2. If the department cannot form a committee of five, the DPRTC will select and approve, by committee vote, faculty from other departments in the college to bring the number of DPRTC members to five.
3. Tenured and tenure-track faculty of each department will elect the DPRTC with committee members serving staggered three-year terms, if possible.
4. The DPRTC will elect the committee chair to serve a two-year term.
5. The chair of the department may serve on the DPRTC as a nonvoting member. A faculty member who is a chair can serve on the committee as a voting member of another DPRTC if the chair has no supervisory responsibilities within that department.
6. Using the university statement on criteria for promotion and tenure as a guide, each department will establish criteria for promotion and tenure. It is the responsibility of the DPRTC to ensure that departmental PRT criteria are compatible and current with university and college PRT criteria and to provide department members with the department’s PRT criteria.
7. A committee member should be recused from the DPRTC for the academic year if that member is being considered for promotion. When a committee member is recused from the DPRTC, the committee will appoint a proxy to serve in that member’s seat for the academic year. In such cases, the recused year remains a part of the member’s three-year term.
8. One year of service to the DPRTC will consist of an academic year coinciding with a 9-month academic appointment as defined by the academic calendar.

CoECS PRT Committee (CPRTC)

1. Each DPRTC will elect annually at least one representative to serve on the CPRTC. The CPRTC will consist of a minimum of 5 members with equal representation from the departments. The CPRTC representation will depend upon the number of department units within the college according to the following:
  - 2 Departments – 3 members per department (6 members)
  - 3-4 Departments – 2 members per department (6 -8 members)

5 or more departments – 1 member per department

2. Committee members will serve staggered two-year terms.
3. The chair of the CPRTC will represent the college on the University Promotion, Retention and Tenure Committee (UPRTC). The CPRTC will elect their representative to the UPRTC (CPRTC chair) even years.
4. Using the University statement on criteria for promotion and tenure, the CPRTC will establish criteria for promotion. CPRTC criteria must meet and may exceed university criteria.
5. A committee member should be recused from the CPRTC for the academic year if that member is being considered for promotion. When a committee member is recused from the CPRTC, the committee will appoint a proxy to serve in that member's seat for the academic year. The proxy should be chosen from the recused member's department, if possible. In cases of recusal, the recused year remains a part of the member's three-year term.

One year of service to the CPRTC will consist of an academic year coinciding with a 9-month academic appointment as defined by the academic calendar.

Department of Computer Science

Criteria for Promotion and Tenure

Effective 2023–2024 last revised October 2020

### I. The Promotion, Retention, and Tenure Committee

The Computer Science Department will maintain a standing committee on promotion, retention, and tenure (PRT). The PRT committee will have a minimum of five tenured faculty members representing all areas within the department. The faculty of the department will elect the committee with committee members serving staggered three-year terms. If the department cannot form a committee of five, the department chair, after consultation with the faculty in the department, will select faculty from other departments in the college to make up the committee. The chair of the department may serve on the committee as a nonvoting member.

The PRT committee will employ criteria for promotion, retention and tenure that agree with the university criteria published in the A-State Faculty Handbook. In evaluating the three general areas of professional activity (teaching, research and service) the committee will require satisfactory performance in all areas and may require superior performance in one or more areas. (Superior performance will be interpreted to mean that peers within the department consider the activities of the applicant to be observably more than the satisfactory level of performance.) Requests for promotion and/or tenure will be reviewed on the basis of professional performance in these areas in accordance with the stipulations outlined below. These stipulations constitute the minimum conditions for consideration for promotion and/or tenure. For promotion from assistant to associate professor and for promotion from associate to full professor, the applicant should assume that the expected level of research activity will increase over time.

### II. Promotion from Instructor to Assistant Professor

Faculty at the instructor rank who complete requirements for the terminal degree should provide the department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the chair and dean and approval by the Vice Chancellor and Provost for Academic Affairs and Research, promotion to the rank of assistant professor will be granted based on the guidelines in Section “Promotion from Instructor to Assistant Professor” of the A-State Faculty Handbook.

### III. Promotion from Assistant Professor to Associate Professor

1. Possession of an earned doctoral degree.
2. Demonstrated ability as an effective teacher while upholding the academic standards of the department. Criteria used for determining teaching performance will include course preparation, peer and supervisor evaluations, apparent student preparation for subsequent departmental courses and student evaluations.
3. Evidence of professional achievement demonstrated by peer-reviewed publications, presentations of papers before high-level professional meetings, and/or research grants of intellectual significance for the department. Research activity must be appropriate to the needs of an institution moving toward offering more doctoral-level degree programs.

4. Service to the university, college, department and community through active participation on committees as member or chair, student advisement, and support for departmental projects. The PRT committee is interested in participation quality rather than quantity as indicated by peer opinions, peer election to important committees as member or chair, and performance evaluations by other committee members and committee chairs.

5. The PRT committee expects an applicant to exhibit superior performance in teaching and in at least one of the other two general areas of professional activity at A-State and acceptable performance in the third.

6. A minimum of six years as an assistant professor except in an outstanding case that is clearly apparent to peers within the department.

#### IV. Promotion from Associate Professor to Professor

1. Possession of an earned doctoral degree.

2. Demonstrated ability as an effective teacher while upholding the academic standards of the department. Criteria used for determining teaching performance will include course preparation, peer and supervisor evaluations, apparent student preparation for subsequent departmental courses and student evaluations.

3. Evidence of professional achievement demonstrated by peer-reviewed publications, presentations of papers before professional organizations, and grants on subjects of intellectual significance for the department. The expected amount of research and grant activity will be based on the instructional and service loads assigned during the instructor's years at A-State.

4. Service to the university, college, department and community through active participation on committees as member or chair, student advisement, and support for departmental projects. The PRT committee is interested in participation quality rather than quantity as indicated by peer opinions, peer election to important committees as member or chair, and performance evaluations by other committee members and committee chairs.

5. The PRT Committee expects an applicant to exhibit superior performance in teaching and in at least one of the other two general areas of professional activity at A-State and acceptable performance in the third.

6. A minimum of six years as an associate professor except in an outstanding case that is clearly apparent to peers within the department.

#### V. Recommendation for Tenure

1. The PRT committee will follow the guidelines for tenure outlined in the A-State Faculty Handbook.

2. Possession of an earned doctoral degree.

3. Demonstrated ability as an effective teacher while upholding the academic standards of the department. Criteria used for determining teaching performance will include course preparation, peer and supervisor evaluations, apparent student preparation for subsequent departmental courses and student evaluations.

4. Evidence of professional achievement demonstrated by peer-reviewed publications, presentations of papers before high-level professional meetings, and/or research grants of intellectual significance to the department. Research activity must be appropriate to the needs of an institution moving toward offering more doctoral-level degree programs.

5. Service to the university, college, department and community through active participation on committees as member or chair, student advisement, and support for departmental projects. The PRT committee is interested in participation quality rather than quantity as indicated by peer opinions, peer election to important committees as member or chair, and performance evaluations by other committee members and committee chairs.

6. The PRT Committee expects an applicant to exhibit superior performance in teaching and in at least one of the other two general areas of professional activity at A-State and acceptable performance in the third.

#### VI. Annual Written Reviews of Progress of All Pre-tenure Faculty

The departmental PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the college PRT committee or to the dean as determined by college procedures.

#### VII. Comprehensive Third Year Reviews of Progress of All Pre-tenure Faculty

In keeping with university guidelines, a comprehensive pre-tenure review during the third year of employment at A-State will be completed for all pre-tenure faculty. Evaluation will be based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment.

#### VIII. Application for Early Tenure

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only in the sixth year of the pre-tenure cycle.

### IX. Negotiation of Tenure and Rank with Initial Appointment

A prospective faculty member (with the exception of presidential candidates) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Vice Chancellor and Provost for Academic Affairs and Research of the university and be based on the thorough review and positive recommendations of the departmental PRT committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the PRT application.

**ENGINEERING FACULTY**

ESTABLISHED  
OCTOBER, 1988  
REVISED JANUARY, 1990  
REVISED NOVEMBER, 1990  
REVISED OCTOBER, 1991  
REVISED OCTOBER, 1993  
REVISED DECEMBER, 1995  
REVISED MARCH, 2000  
REVISED OCTOBER, 2001  
REVISED OCTOBER, 2002  
REVISED NOVEMBER, 2003  
REVISED OCTOBER, 2005  
REVISED DECEMBER, 2005  
REVISED DECEMBER, 2006  
REVISED NOVEMBER, 2008  
REVISED DECEMBER, 2009  
REVISED NOVEMBER, 2011  
REVISED JANUARY, 2012  
REVISED OCTOBER, 2013  
REVISED OCTOBER, 2018  
REVISED NOVEMBER, 2020  
REVISED AUGUST, 2021

## CRITERIA FOR PROMOTION AND/OR TENURE FOR ENGINEERING FACULTY

The following criteria are applicable to faculty members who are part of engineering and related disciplines in the college, are on tenure track and/or seeking promotion.

In accordance with the current Faculty Handbook and the UPRT Committee Guide for Promotion and Tenure qualifications, each candidate's qualifications will be evaluated as follows:

In accordance with the Faculty Handbook, the Engineering Promotion, Retention, and Tenure (EPRT) Committee is aware of the diversity of disciplines and does not require the candidate to be outstanding in every category.

To aid the EPRT Committee in their deliberations, each candidate must provide a statement describing the positive impact of the candidate's activities on the university, and the people of the community, the state, and the nation. The candidate must also provide copies of their annual Engineering Workload Documents, documentation on how the candidate achieved the agreed-upon goals and duties, as well as copies of their annual faculty evaluations.

### I. PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

1. The candidate must hold a doctorate in an appropriate field within the candidate's discipline.
2. The candidate must have demonstrated a willingness and ability to serve as an Associate Professor.
3. Sustained excellence in education in the appropriate discipline as specified in this document is required.
4. Since the time available for other university activities by a faculty member depends on the full-time equivalent tasks assigned, quality performance in service, scholarly activities, and professional development commensurate with assignments is required.
5. Demonstrated excellence in professional, scholarly, or creative work, or a combination thereof, commensurate with agreed-upon assignments and stated goals of the university, the college, and the department which is appropriate to the discipline is required.

Examples of appropriate activities in this category include but are not limited to:  
 a) research proposals/grants received; b) quality publications in peer-reviewed journals; c) quality presentations at significant professional forums; d) patents; e)

books/textbooks authored or contributions thereto; f) creative consultant activities; g) contributions to industry or professional standards; and h) publications/activities generally accepted in a discipline which enhance/upgrade access to, and/or practical use of, the knowledge base.

The EPRT Committee must keep in mind the high costs of equipment, extensive facilities, and time required to produce quality research in engineering.

6. Sustained performance in service activities commensurate with assignments and the stated goals of the university, the college, and the department is required.

Examples of appropriate activities where significant contributions may be made include but are not limited to: a) student advising; b) discipline-specific program, college, and university committees; c) sponsorship of student organizations; d) membership, participation, and offices held in national, regional and professional organizations appropriate to the discipline; e) professional consulting services; and f) other non-scholarly activities which serve the university and/or the people of the community, the state, or the nation.

7. The candidate must demonstrate a consistent record of appropriate professional development activities.
8. The candidate should be a registered Professional Engineer or must be able to demonstrate an equivalent level of competency, professionalism, and expertise. Equivalency may be demonstrated by depth and breadth of education, design/industrial experience, and/or career accomplishments in the programs in which they are seeking tenure/promotion.

## II. PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

In order to maintain and enhance the quality of all faculty-influenced university activities, it is considered essential that all professors be well rounded and knowledgeable individuals who, as a result of their previous significant contributions, understand the importance of continued contributions to and the impact of these activities on education, their professional discipline, and university/public service.

1. The candidate must hold a doctorate in an appropriate field in their discipline.
2. The candidate must have demonstrated a willingness and ability to serve as a Full Professor.
3. Previously sustained and expected excellence in education in the appropriate discipline, as specified in this document, is required.

4. Demonstrated and expected excellence in professional, scholarly, or creative work in the appropriate discipline as specified in this document is required. For promotion to the rank of Full Professor the candidate must demonstrate a record of appropriate research leadership.
5. Previously sustained and expected excellence in service activities, as specified in this document, is required.
6. The candidate must demonstrate a consistent record of appropriate professional development activities.
7. The candidate shall demonstrate continuous registration as a Professional Engineer or must be able to demonstrate an equivalent level of competency, professionalism, and expertise. Equivalency may be demonstrated by depth and breadth of education, design/industrial experience, and/or career accomplishments in the programs in which they are seeking tenure/promotion.

### III. TENURE

Tenure is granted when recognition of a faculty member's previously sustained quality performance is expected to continue. The performance level, standards, and qualifications required for tenure are essentially the same as those cited for promotion from Assistant Professor to Associate Professor except that, consistent with university policy, only in truly exceptional cases tenure will be granted prior to the sixth year.

### IV. NEGOTIATION OF TENURE AND/OR RANK WITH INITIAL APPOINTMENT

A prospective faculty member or administrator may negotiate the terms of initial employment with regard to the tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor of the University and be based on the thorough review and positive recommendation of the EPRT Committee. Documentation of negotiated terms must be included with the application for tenure and/or promotion.

### V. PRE-TENURE PROBATIONARY PERIOD

The probationary period for pre-tenure faculty is typically six years. All pre-tenure faculty members at the rank of Assistant Professor or higher must be reviewed for tenure not later than the completion of their sixth year of service at Arkansas State University and that tenure must be granted for the seventh year of service. If the mandatory review results in a failure to gain tenure by completion of the sixth year of service, the seventh-year appointment will be a terminal appointment.

## VI. ANNUAL PRE-TENURE REVIEW

In the interest of making effective decisions regarding promotion, retention, and tenure, Deans have the responsibility of counseling with each tenure-track faculty member at least once a year concerning the individual's performance in teaching, working with students, research, scholarship and creative activity, professional development, and professional involvement. A comprehensive pre-tenure review will be completed in the third year of employment at Arkansas State University for all pre-tenure faculty, regardless of rank.

In line with regular evaluation of the faculty, the College of Engineering and Computer Science Associate Dean (or Dean, as appropriate) will meet annually with the pre-tenure faculty member for a discussion and evaluation of their performance, career goals, and objectives. The Associate Dean (or Dean, as appropriate) may utilize documentation from the faculty member's Director (or Chair, as appropriate) when evaluating the pre-tenured faculty member's annual performance. Each pre-tenured faculty member will receive an annual written evaluation of their performance from their Associate Dean (or Dean, as appropriate) with recommendations regarding retention.

## VII. THIRD-YEAR PRE-TENURE REVIEW

A comprehensive pre-tenure review will be completed in the third year of employment at Arkansas State University for all pre-tenured faculty regardless of rank. This review will require that all pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The EPRT Committee will submit their recommendations to the Dean. The Dean will formally review the EPRT recommendation (and submitted pre-tenure packet) and provide appropriate feedback to the third-year, pre-tenure faculty member regarding their progress toward tenure.

The EPRT document which is in use during the third-year, pre-tenure review will be the document utilized when the EPRT candidate actually applies for tenure or promotion.

## VIII. APPLICATION FOR EARLY TENURE

Since it is unusual for a faculty member to accumulate a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If the faculty member fails to earn tenure in this accelerated

review cycle, the faculty member may apply for tenure again only in the sixth year of the pre-tenure cycle.

#### IX. EPRT COMMITTEE COMPOSITION

The Engineering programs will maintain a standing committee on promotion, retention, and tenure. The EPRT committee will have eight tenured faculty members (representing each program) elected by the tenured and tenure-track engineering faculty members. The EPRT Committee will elect the committee chair to serve a two-year term. EPRT Committee members will serve staggered three-year terms, if possible. If eight tenured engineering faculty are not available to serve on the EPRT; the EPRT may select tenured non-engineering faculty members from the College of Engineering and Computer Science to serve as a member of the EPRT. Every effort should be made to provide equal representation for each engineering discipline in the membership of the EPRT. A committee member should be recused from the EPRT committee for the academic year if that member is being considered for a promotion. When a committee member is recused from the EPRT committee, the committee will appoint a proxy to serve in that member's seat for the academic year. In such cases, the recused year remains a part of the member's three-year term.

#### X. EVALUATION PROCESS

A faculty member seeking tenure or promotion should submit their application directly to their respective Director (or Chair, as appropriate). The Director (or Chair, as appropriate) will review the document and prepare an evaluation letter. The tenure or promotion candidate will forward the application and letter to the EPRT Committee Chair who will distribute copies to the rest of the Committee. After review, the EPRT Committee will then submit its formal written recommendations to the Dean of the College of Engineering and Computer Science. The Dean of the College of Engineering and Computer Science will prepare an independent evaluation letter and make their own recommendations before forwarding the packet to the EPRT Committee.