

Guidelines for Faculty Appointment with Tenure UT College of Engineering

A supplement to the

**Guidelines for the Tenure and Promotion Review Process
UT College of Engineering**

Approved 09-27-2006

I. Introduction

A. Purpose of Guidelines

1. To provide guidance regarding expected accomplishments for appointment with tenure.
2. To provide guidance to the candidate and those involved in the search process regarding procedures and expectations.
3. To provide guidance for the review by the tenured faculty members of the academic Department where appointment with tenure is being considered for the candidate.

B. Guiding Principle

Appointment with tenure is appropriate for outstanding individuals with superior relevant professional qualifications. Eligible candidates may currently hold an administrative position, an academic position in another university or a nonacademic position in a relevant technical field.

II. Expectations for Tenure

A. University

Relevant guidance regarding the process is provided in the Board of Trustees policies, the Faculty Handbook, and the Manual of Faculty Evaluation. The guidance provided in this document is subordinate to that formulated in the above documents. However, the above documents do not specifically address appointment with tenure.

B. College

The Guiding Principles provided in the College of Engineering Guidelines for the Tenure and Promotion Review Process shall also be considered for appointment with tenure. Candidates for appointment with tenure who may already hold a tenured position at a peer institution should undergo a review process requiring less detailed documentation. Additionally, candidates with non-academic appointments currently may not have tenure, although they should have outstanding qualifications that make them eligible for appointment with tenure. In general, a candidate's record of accomplishment should be comparable with that of others at The University of Tennessee in similar positions.

III. The Process

- A. The need is identified for faculty at specified academic rank, and a search is authorized.
- B. The Searching Unit forms a Search Committee. In consultation with the Department Head, where appropriate, and the Dean, the Search Committee establishes that the appointment may be with tenure.

- C. The Search Committee conducts the normal search process with two differences. Finalists must provide a CV that includes the information noted in Section IV. In addition, the Committee must obtain at least three letters of assessment from qualified references for any candidate selected for interviews. The request for letters of assessment should note that appointment with tenure is under consideration and that the candidate's qualifications for tenure should be addressed in the letters.
- D. The normal interview process is followed. The faculty of the Department where appointment with tenure is being considered are informed of the tenure consideration and encouraged to attend open interview sessions.
- E. The Search Committee meets, discusses the candidates' qualifications and prepares a recommendation to the Department Head and/or the Dean. This recommendation must include the tenure dossier described in Section IV.
- F. The faculty of the Department where appointment with tenure is being considered meet, discuss the candidate's qualifications, vote, and prepare a report summarizing their evaluation. All faculty members vote regarding appointment. All tenured members vote regarding tenure. All faculty members with rank equal of higher to that intended for the candidate vote regarding rank of appointment. A report, including the tenure vote, is sent to the Dean or Department Head as appropriate.

IV. College of Engineering Appointment with Tenure Dossier

A. Preparation of Dossier

1. The complete Dossier, in the form described in the Manual for Faculty Evaluation, is not required for appointment with tenure. Instead, a Dossier including the following items will be required:
 - a. The candidate's CV (following the recommendations provided in Section IV.B of these Guidelines.)
 - b. Letters of reference/assessment from at least three individuals (typically tenured full professors at peer institutions) qualified to assess the candidate.
 - c. Comments and vote results from the tenured faculty of the Searching Unit.
 - d. Letter with recommendation from the Department Head of the Searching Unit. (In some cases, this may be waived for Department Head candidates.)
 - e. Supporting information from the Search Committee.
 - f. Letter from the Dean supporting tenure.
2. In the event of conflicts, University-wide guidelines will apply.

B. Recommended Content

The recommended content of CV for Candidates Considered for Appointment with Tenure should include the following items to insure consistency in the materials used in the tenure review process.

1. Candidate Information

- Name
- Current rank
- Degrees received (when, where)
- Record of professional experience

2. Scholarship – documented activities in teaching, research, and service

- Publications
- Conference papers
- Invited presentations
- Other accomplishments
- Honors, awards, etc.

3. Teaching Activities

- Teaching/advising activities
- Leadership positions
- Curriculum development
- Direction of graduate students, service on graduate committees
- Other activities

4. Research

- Projects/programs currently in progress
- Projects/programs completed
- Pending projects/programs
- Inventions/patent awards
- Leadership positions
- Other activities

5. Service/Professional Practice

- Service in professional societies
- Journal editorial responsibility
- Service as a referee for journals, books, etc.
- Institutional service activities
- Relevant accomplishments, including consulting, workshops, seminars, training sessions, etc.

6. Portfolio

Important supplemental materials that provide a clear understanding of the candidate's accomplishments relative to scholarship or other areas of faculty activities.