

Guidelines, Criteria and Procedures for Reappointment, Promotion, Tenure and Annual Review  
Department of Civil and Environmental Engineering, University of Vermont  
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**DRAFT**

Currently, there are only two faculty ranks currently eight tenure track faculty with nine-month appointments and the department chairperson. There is also one Research Assistant Professor and there are no offices of extension or of the libraries, nor are there lecturers in the department. We do hire adjunct faculty members on an as needed basis, but these do not fall within the purview of the Agreement between the University of Vermont and United Academics, dated Feb. 6, 2003- June 31, 2005.

It is expected that tenured faculty teach four courses per year, advise undergraduate students and participate in curriculum as part of the teaching component and also assist in recruiting and retention efforts on behalf of the department. In the research realm, they are expected to perform and/or supervise others in scholarship endeavors, secure and administer grants, write and submit proposals and publish their research results in quality journals and publications. New hires are expected to teach two courses in the first year and three thereafter, until granted tenure. Consulting activities are separate and subject to section 18 of article 17 of the agreement, and as such are not included in evaluation of a faculty member

Unless specifically stated, the time allocated to and the weighted evaluation of three primary responsibilities are assumed to be; teaching and advising 40%; scholarship, research and grants/contracts 40%; service, committee work and outreach 20% for the tenure track faculty unless specifically altered in the annual workload plan of the faculty member. One hundred per-cent of the effort is allocated to research for the one research faculty member.

#### Teaching and Advising

For the education and teaching component, consideration is given to number of classes and total students taught, whether or not there is a teaching assistant, the type of class involved, such as laboratory, computational, etc., the student evaluations provided by the faculty member, assistance at workshops and publication of articles related to engineering education, including textbooks. Further the number of undergraduate advisees and the quality of advising is evaluated.

#### Scholarship and Research

As regards research, refereed journal articles in high-quality journals are mandatory. As engineering research and graduate teaching are dependent on research dollars, the number of research grants and/or contracts submitted is crucial in the research realm and successful grants/contracts are deemed highly. The publication of research monographs, and the number of graduate students advised and/or co-advised is also included in the evaluation. The publication of conference proceedings short abstracts in conferences are an important component of one's name recognition and are also considered as are oral presentations, though weighed much less. Obviously, specialties within civil engineering have different expectations regarding the types of publications, and proper account must be made of the interdisciplinary nature of some of the research in the various sub-disciplines

#### Service and Outreach

For service consideration, a faculty member is expected to participate in his/her professional societies at the regional, state, national and/or international levels, review research proposals, journal and proceedings papers, and serve on department, college and university committees, or committees of the professional societies with which a faculty member is a member. Further, depending on the faculty member's specialization, he/she should serve on graduate student, thesis and dissertation committees. Lastly, the university, college and department coordinate varying activities to attract, retain and encourage students above and beyond the classroom. Faculty members are expected to assist in these.

### Protocols for Annual Review

Faculty members are asked to submit summary of activities over last fiscal year to me with additional information on previous years and how it relates to the current year. Additional input is obtained for the research faculty member from the tenured faculty member supervising the work. Raises are based on fixed increase as stipulated in the agreement. The tenure-track faculty are ranked in the three areas of responsibility, and the remainder of the salary pool is allocated by the chairperson based on the ranking in these areas.

### Protocols for Reappointment

The first reappointment is initiated in the third semester for an initial appointment of three years. The faculty member completes the documentation and submits it to the chairperson, who makes it available for all faculty to read. The protocol is to obtain a senior faculty member's written comments on the faculty members teaching, in addition to the documentation furnished by the faculty member, including the student evaluations. The faculty member gives me names of persons at UVM, or in the professional realm with whom he/she has interacted and the chairperson initiates contact to obtain testimony from these individuals to attest to the service contributions. Similarly, the faculty member gives me the names and coordinates of students whom he/she would like input from. No outside reviews of the research component are obtained at the first reappointment. All faculty members vote on personnel actions, with untenured faculty casting their vote in a private meeting with the chairperson.

In addition to the protocol mentioned for the first reappointment, the second involves outside review of research by individuals chosen by the chairperson from names submitted by candidate and compiled separately by the chairperson with an opportunity for faculty member to exclude specific individuals. These individuals, possibly including the doctoral advisor of the faculty member and/or collaborators, are asked to comment on the importance and quality of the research work and also on the venue chosen for publication as they are most familiar with the research area. The faculty member is shown anonymous excerpts of the comments made by the outside reviews.

### Protocols for Tenure and Promotion to Associate Professor

At the end of six years of probationary period, unless additional time, or earlier at the request of the faculty member, consideration for tenure and promotion to Associate Professor is considered. Similar protocol as outlined for the second reappointment is followed, except that the outsider reviewers are assumed to be at arm's length of the faculty member and are acknowledge experts in the field. The faculty member is expected to have progressed beyond the work done as a doctoral and/or post-doctoral student, and has established a national reputation in his/her research realm. In addition, he/she should have secured outside funding to support graduate students and/or research associates.

### Protocols for Promotion to Professor

As before, outside evaluations of the faculty member's research and scholarship are obtained. The faculty member is expected to have a national and/or international reputation in their research area. A high level of service is expected at professional and university levels, including important committee work, editorships and/or reviews for journals and funding agencies.