ROCHESTER INSTITUTE OF TECHNOLOGY
COLLEGE OF ENGINEERING TECHNOLOGY

TENURE AND COMPREHENSIVE MID-TENURE REVIEW POLICY
SECTION E.01

Preamble

The College of Engineering Technology (CET) believes that tenure supports and protects faculty members' freedom of inquiry and expression in teaching, scholarship, and service that is necessary for the college to flourish. Tenure is an honor bestowed upon faculty who have distinguished themselves as teachers and scholars and have shown sufficient evidence of continued contributions to the growth and success of the department, college, and institute. Faculty who succeed in obtaining tenure carry the responsibility to maintain high standards of teaching, scholarship, and service, while carrying out their responsibilities in accordance with applicable college and university policies and procedures.

This policy applies to tenure and comprehensive mid-tenure review candidates and committees and is based on University Policy E05.0.

1. CET Expectations for Tenure

Expectations for Tenure for CET faculty include Teaching, Scholarship, and Service as specified in University Policy E05.2.d. CET considers that the values of collegiality, diversity and inclusion are expressed and reflected in the successful execution of teaching, scholarship and service.

A. Teaching

Effective teaching and teaching expectations are defined in University Policy E04.II.A and CET Policy E.03 (Annual Evaluation Policy), Appendix 1, respectively. In addition, measures of effective teaching may include the candidate's ability to:

1. Enhance existing course content, curriculum, and delivery methods; and

2. Demonstrate continuous improvement by collecting and addressing, where appropriate, feedback provided by students, peers, and the department head's annual evaluations.

Multiple measures shall be used to evaluate the effectiveness of teaching including, but not limited to, peer review of course materials, student course evaluations, department head's annual evaluations, and peer feedback from classroom observations.

B. Scholarship

Scholarship and scholarship expectations are defined in the University Policy E04.II.B and CET Policy E.03, Appendix 2, respectively. In addition, CET recognizes that the scholarship process involves scholarship activities that enable scholarship outcomes.

Scholarship activities include those in progress and under review. Scholarship activities are key components of faculty Plans of Work (POW), annual evaluations, and tenure progress documentation.

Scholarship outcomes represent the end product of scholarship activities that have gone through a successful peer-review process and have been accepted for funding, publication or other means of dissemination.

Measures of effective scholarship shall reflect the candidate's ability to accomplish a balanced portfolio of scholarly work as agreed to in a faculty member's POW that consist of the following:

1. activities and outcomes during the probationary period showing evidence of establishing a research program;

2. having served as a principal investigator (PI) or co-PI

3. secured external funding in support of ongoing research efforts; and

4. disseminated research findings in recognized peer reviewed venues in the faculty's field of expertise.

C. Service

Service and service expectations are defined in the University Policy E04.II.C and CET Policy E.03, Appendix 3, respectively. Service encompasses effectively working with students, colleagues, and community members inside and outside the classroom.

Effective service is generally defined by the committees served, positions held within committees, time commitment, level of engagement and leadership roles as agreed to in a faculty member's POW.

2. CET Tenure Committee Membership (University Policy E05.3.c.2)

A. Six tenured faculty members from CET and a seventh tenured faculty member from another college, as appointed by Academic Senate, will constitute a CET Tenure Committee. Each department in CET will be represented by at least one member on the CET Tenure Committee. Departments with multiple degree programs will nominate a member from the candidate's discipline to serve on the committee, if possible. The term of service for CET Tenure Committee members will be two years, staggered to ensure continuity of service within committee. The CET Faculty Governance committee and Dean's office will coordinate elections to replace timed out members at the beginning of the spring term of each year. Successful candidate name(s) will be forwarded to the Dean's office prior to March 1.

B. The maximum number of tenure candidates that a CET Tenure Committee will evaluate annually is three. Additional CET Tenure Committee(s) shall be formed, in the event more than three candidates are eligible for tenure evaluation. The policy for multiple CET Tenure Committees will be as follows:

1. To the extent possible, the tenure candidates will be evenly distributed between the tenure committees.

2. Each tenure committee will function independently. However, deadlines for faculty documentation submission, to the Dean's office, and other procedural requirements will be consistent across committees

3. Documentation (University Policy E.05.3.a)

A. University policy for tenure requires that teaching, scholarship, and service be evaluated for all RIT faculty. CET policy E.03 requires such evaluations be based on input from the candidate's supervisor, as well as input from students, alumni and colleagues.

B. The following areas of input will be documented.

1. Candidate's Statement of Expectations as defined in University Policy E.05.2.a.2

2. Student evaluations of teaching

3. Contact information for the following groups. The Dean's office on behalf of the tenure committee will solicit reference letters from these groups.

   a. Active students

   b. Alumni

   c. Faculty colleagues both inside and outside the respective departments.

      i. Other universities/colleges

      ii. Professional associations

      iii. Private businesses, corporations, and government agencies.

4. For tenure review only, contact information for a minimum of five outside reviewers who are willing to review and comment on the candidate's scholarship portfolio. The outside reviewers must have expertise in the candidate's field of scholarship and be from outside RIT as specified in University Policy E05.3.c.2.c.

5. Copies of annual review documentation as follows:

   a. Plan of work (POW);

   b. Self-evaluation; and

   c. Department Head evaluation and responses, if applicable

6. Scholarship portfolio – A comprehensive collection of the scholarly work accomplished by the candidate during their probation period.

C. Candidates will have access to the documentation in accordance with University Policies E05.3.b.2.h Table 1 and E05.3.c.2.e Table 2 for Comprehensive Mid-tenure Review and Tenure Review, respectively.

D. The requested material must be arranged per the directions provided by the Dean's office.

4. CET Tenure and Comprehensive Mid-Tenure Committee Review
The CET Tenure Committee will judge the candidate's performance against the Statement of Expectations signed by the candidate and Dean that governs the candidate's tenure evaluation.

A. **Scope:**
The CET Tenure Committee should consider the following during the review:

1. Candidate provided materials.

2. CET Tenure Committee solicited materials.

3. Other materials provided to the CET Tenure Committee, as appropriate.

4. Other aspects of candidate's successful performance relative to all University employment requirements.

B. **Process**
1. A notification letter of tenure eligibility and tenure process description letter will be provided by the Dean's office to each candidate by April 10th of the academic year preceding the tenure review.

2. After submission of materials by the candidate to the Dean's office, the CET Tenure Committee will formally solicit written feedback on the candidate from each tenured faculty member in the candidate's department through a confidential letter. No simple ratings or rankings shall be used. The letter requires each faculty to make a recommendation for or against tenure based on the candidate's record of teaching, scholarship and service. Faculty shall substantiate their recommendation. In all cases, individual members of the CET Tenure Committee shall respect the confidentiality and objectivity of the tenure process.

3. The Dean's Office will formally solicit written feedback from students and community members identified by the candidate on behalf of the CET tenure committee. The Dean's Office will also solicit written feedback from former students and alumni randomly chosen from the candidate's previous class rosters. All communication with the CET Tenure Committee by these constituent groups must be in writing.

4. The CET Tenure Committee will formally solicit written feedback from external reviewers per University Policy E05.3.c.2.c.

5. At least two (2) members from the committee must observe and evaluate classes from each candidate. The committee shall include a summary of their observations in their recommendation.

6. The CET Tenure Committee will review each candidate based on the merits of the submitted documentation, on a case-by-case basis, with respect to the candidate's expectations.

7. Members of the CET Tenure Committee will vote to determine a recommendation for or against tenure based on the review of the candidate. All members of the CET Tenure Committee must participate in the committee's vote and abstentions are not allowed. A minimum 2/3 majority in favor is required for recommendation for approval.

8. The CET Tenure Committee will prepare a written summary of the findings and recommendations for or against tenure. The summary of the review should include all significant aspects of the review whether positive or negative.

9. The chair of the CET Tenure Committee will send the resulting committee recommendation to both the Dean and the Provost on or before January 15th.

10. Candidates are responsible for ensuring that all required materials are included in their portfolio by September 30th. After the deadline, only previously submitted material can be updated and shall be submitted to the Dean's Office and CET tenure committee chair for addition into the candidate's portfolio.

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