



College of Engineering Tenure & Promotion Guidelines

I. Definitions:

Review period – time period from starting in the current rank to the time of application.

II. Required:

The applicant must meet or exceed the University criteria for tenure and promotion that are delineated in Lamar University MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty).

III. College of Engineering sets the following additional Criteria:

Each applicant should be evaluated according to these three criteria: A – Teaching, B – Research, and C – Service. The sections below exhibit partial lists of activities that may be considered. The College Personnel committee has the authority to include additional items upon request. To be considered for promotion, a faculty member is expected to meet or exceed the minimum requirements. Such eligibility does not entitle the faculty applicant to a promotion.

A. Teaching Proficiency, Superior Teaching Effectiveness, and Activities for Promoting Student Learning during the review period as evidenced by (at least **70 points** for promotion to Associate Professor and tenure, **80 points** for promotion to Professor since last promotion):

- Teaching Proficiency (max 30 points) according to the following categories:
 - 1) The candidate's proficiency in comprehending and effectively communicating course content
 - 2) Ability to teach both undergraduate and graduate courses
 - 3) Creation of instructional materials and adoption of new teaching methods/formats/techniques.
- Student course evaluation data ^{*} during the review period according to the following formula:
$$\frac{\text{Your Course Evaluation Average}}{\text{COE Course Evaluation Average}} * 20$$
- Course and curriculum development. 3 points per established course/curriculum, 5 points per new course/curriculum (max 25 points during the review period)

- Direction of undergraduate research, graduate theses, and dissertations (5 points per student advised)
- Publication of peer-reviewed articles in Engineering Education (1 point per article)
- Recognition through honors, awards, certificates, commendations, and induction for excellence in teaching (10 points)
- Mentorship of Undergraduate students, such as mentoring a Senior Design team or an OUR, SURF, McNair participant (5 points per student/team advised)
- Participation in activities promoting the program among prospective students (5 points)
- Evidence of academic involvement with students outside the classroom setting (5 points)
- Any additional evidence of promoting students' success (5 points)

* - Relevant course evaluation data include questions on whether course material and learning objectives were clearly explained, whether assignments aided in achieving learning objectives, whether the instructor was available during office hours, whether the instructor was prepared, and overall effectiveness.

B. Scholarly Production and/or Research during the review period as evidenced by: (at least **65 points** for promotion to Associate Professor and tenure, **75 points** for promotion to Professor since last promotion). While internally funded grants may count towards promotion, the expectation is that a faculty member receives significant and sustained external research funding.

- Attraction of externally funded research grants

1) Points will be awarded according to the number of submitted proposals, whether they are internal or external, and the role as Principal Investigator (PI), Co-Principal Investigator (Co-PI), or a Key Person (0.33 to 2 points per submission) – calculated by **Grant Type** × **Role** as defined in Table 1.

- Receipt of externally funded research grants

- 1) Points will be awarded according to the number of funded projects, whether they are internal or external, the role as Principal Investigator (PI) or Co-Principal Investigator (Co-PI), and the total grant amount
- 2) 1 to 24 points per funded grant calculated by **Grant Type** × **Role** × **Funded Amount**, which are defined in the Table 1 below (e.g., 1 point for a Key Person of an Internal grant with less than \$20K, and 24 points for PI of an external Federal grant with more than \$200K)

Table 1: Proposal submission productivity and Funding

Grant Type		Role		Funded Amount	
Internal	1	Key Person	0.33	< 20k	3
External	2	Co-PI	0.5	20k to 200k	3 to 12 (1 pt. per each 20k over 20k)
		PI	1	> 200k	12

- Publications of books (12 points per book) and chapters (3 to 5 points per chapter) within the STEM area
 - Peer-reviewed journal and conference publications**
- 1) Points will be awarded according to the number of publications, the order of authors (correspondent author is equivalent to first author), and publication/conference rankings.
 - 2) 1 – 5 points per publication calculated by: **0.5 + Authorship Factor × Publication Indexing Factor × Impact Multiplier**, which is defined in the Table 2 below:

Table 2: Scholarly Productivity

Authorship Factor		Publication Indexing Factor		Impact Multiplier	
1 st or corresponding author	1	Journal Indexed by SCIE, ESCI, WOS, or Scopus	3	Higher impact publication (discipline-specific)	1.5
2 nd author***	0.8				
3 rd author***	0.6	Peer-reviewed Conference	2	Regular impact publication (discipline-specific)	1
Other**	0.5	Journal Not indexed by SCIE, ESCI, WOS, or Scopus	1		

** - Articles either officially accepted for publications or published

*** - If all preceding authors in the publication are students, the “Authorship Factor” is 1

- Authorship/co-authorship on technical reports (3 points per report)
- Editorial Service: Associate Editor 5 points, Guest Editor 3 points
- Service as a panelist (2 points per event), and a reviewer for federal funding agencies (5 points per event)
- Presentations at professional meetings, workshops, seminars, short courses (2 points; same topic presentations can only be counted as one: others are counted as services)
- Participating in the organizing/technical committee for regional, national, or international research conferences/workshops (3 points for regional, 5 points for national, 7 points for international, per event)
- Invention Disclosures, Patent Applications (3 points per event)
- Direction/leadership of research seminars, workshops, etc., outside of regular classroom activities (1 point per activity)
- Recognition through honors, awards, commendations, certificates, fellowships, and induction for excellence in research (2 points per award)
- Any additional evidence of Scholarly production / Research (up to 5 points)

C. Department, College, University, and Community Services as evidenced by: (at least **50 points** for promotion to Associate Professor and tenure, **70 points** for promotion to Professor since last promotion).

- Service to department, college, and university committees and councils, emphasizing roles and contributions to those committees and councils (such as Curriculum development, Faculty searches, Outreach, etc.: 1, 2, or 3 points per service per academic year with additional 1 point for service as the committee/council chair)
- Service to department, college, and university via special assignments and effective participation in mentoring, retention, and recruitment activities (e.g., Cardinal View, Curriculum Team Day, Community College Transfer Days) (1-3 points per service)
- Recognized excellence in professional service (officers, committees, task forces, review panels, up to 5 points)
- Evidence of quality sponsorship/advisement of student organizations (10 points per organization)
- Community service based upon professional expertise (5 points)
- Effective assistance with administrative tasks (5 points)
- Evidence of quality academic advising (5 points)
- Professional service as a Journal/Conference reviewer (up to 1 point per event)
- Service as a department director/chair (15 points, for promotion to Professor)
- Service in leadership roles in university and professional bodies (10 points, for promotion to Professor)
- Formal recognition from beyond the University for accomplishments as a leader (10 points, for promotion to Professor)
- Mentorship of junior faculty and recognition by peers for leadership ability (10 points, for promotion to Professor)
- Leadership and direction of special programs (10 points, for promotion to Professor)
- Any additional service activities (up to 5 points)

IV. Procedures:

The procedures for Tenure and Promotion are outlined in Lamar University MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty). Additionally, the applicant is expected to produce a brief summary evaluating his/her scores as pertaining to the criteria A, B, and C; and while providing a brief justification or referring to the corresponding items of the supplied Dossier.