

## **Lamar University, College of Engineering – Minimum Promotion and Tenure Criteria**

From the COE chairs meeting, dated August 6, 2020, the promotion and tenure additional procedures were approved via email (COVID) for the college of engineering.

1. Promotion to **full** professor: Must meet or exceed applicable components of the requirements found in the Faculty Handbook. In addition to the requirements in the Faculty Handbook a faculty member applying for full professor must:
  - a. Provide a minimum of three letters is required from external reviewers (see Procedure).
  - b. Demonstrate a sustained, consistent and significant record of external research funding, some serving as PI, that resulted in a serious and significant contribution to the relevant discipline.
2. Promotion to **associate** professor with tenure: Must meet or exceed applicable components of the requirements found in the Faculty Handbook. In addition to the requirements in the Faculty Handbook a faculty member applying for associate professor with tenure must:
  - a. Demonstrate some success in securing research funding, some being from external sources and is showing significant promise to provide a contribution to the relevant discipline.

4 August 2020

#### LUCOE Full Professor Promotion External Reviewer Policy

- External review letters will be kept private from the full professor candidate
- A minimum of three letters is required from external reviewers. The candidate submits three names and the department chair submits three to four names. The chair then selects at least one reviewer from the list provided by the candidate. Final choices are made by the chair.
- After the list of reviewers is determined, the department chair requests the letters. After acceptance of the task by the reviewer, the department chair supplies the reviewer with the electronic format promotion file of the candidate.
- The electronic and hardcopy letters returned by the reviewers are then included with the candidates file to be reviewed by the department, college and university promotion committee, but are at no time shared with the candidate.

## **LUCOE Full Professor Promotion External Reviewer Policy and Procedure**

From the revised policy and procedure, dated August 4, 2020, the policy is as follows: The motion that passed is: "LUCOE Full Professor Promotion External Reviewer Policy and Procedure"

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3. After the list of reviewers is determined, the department chair requests the letters. After acceptance of the task by the reviewer, the department chair supplies the reviewer with the electronic format promotion file of the candidate.
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5. Example questions for reviewers below.

The following questions are examples of some questions that should be answered in the external review letters:

1. What is the nature of your professional contact with the candidate? Have you met the candidate personally or worked with the candidate?
  2. Does the candidates work constitute a serious and significant contribution to the relevant discipline?
  3. Does the candidate show evidence of regional, national, and international achievements?
  4. Is the candidate's scholarly work respected by leaders in the field?
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